

National Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS:** Applications, quoting the relevant reference number must be forwarded for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE:** 04 March 2016 at 16:30 (E mailed, faxed and late applications will not be considered).
- NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.
- POST:** **MEDIA LIAISON OFFICER - CONTRACT POST LINKED TO THE TERM OF OFFICE OF THE DEPUTY MINISTER (NDT06/2016)**
- SALARY:** R569 538 per annum (an all-inclusive remunerations package)
- CENTRE:** Pretoria / Cape Town
- REQUIREMENTS:** A SAQA recognised Bachelor's degree/National Diploma (NQF6) plus extensive relevant experience in communications/public relations or related field. Knowledge of the operations of Parliament, Cabinet and legislative processes in South Africa. Required skills and competencies: Excellent writing and communication skills, Sound interpersonal skills and high levels of reliability and diplomacy, Computer literacy (Microsoft Suite), Stakeholder management, Project management. Client orientation and customer focus. Experience in handling pressure and working independently. A valid driver licence and willingness to travel are essential.
- DUTIES:** The successful candidate will enhance the public image of office of the Deputy Minister and manage media liaison. Research, draft and edit speeches. Manage and implement quality media opportunities to profile the work of the Deputy Ministry of Tourism and the Department. Ensure integration between the Ministerial communication plan and Government Communications through liaison with GCIS, the Department, provincial and industry communicators. Draft official media statements, articles, and facilitate interviews. Lead and direct stakeholder liaison and partner with key stakeholders that impact on the communication objectives of the Deputy Ministry. Work closely with the departmental Communications Unit and Ministry to build synergies. Render an efficient and effective parliamentary service which will include but not limited to the following: Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/ the legislature and ensure departmental presentation in parliamentary events. Compile correspondence for the Deputy Minister on parliamentary related matters. Obtain information relating to agenda and notices of parliamentary and study group meetings. Communicate and coordinate all relevant parliamentary obligations.
- ENQUIRIES:** Mr G Mroke, Tel. (012) 444 6166
- NOTE:** **Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.**



tourism

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REPUBLIC OF SOUTH AFRICA

