

## 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 to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to [recruitment@tourism.gov.za](mailto:recruitment@tourism.gov.za) (Maximum size of 5 MB)

**CLOSING DATE:** 14 May 2021 at 16:30 (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 copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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. Shortlisted candidates may further be subject to a job related test.

**POST:** **ASSISTANT DIRECTOR: MEDIA LIAISON (DT 09/2021)**

**SALARY:** R 376 596 per annum (Salary Level 09)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Communication/ Journalism or an equivalent qualification. 3-5 years' work experience in a communications environment. Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organisational, planning and problem solving skills. Language proficiency. Good writing skills. Knowledge of Social Media. Excellent computer literacy and use of standard software packages. Ability to work under pressure, irregular hours, and travel and work outside the office. A valid driver's license.

**DUTIES-:** The successful candidate will be responsible for implementing media engagement plans, Identifying relevant media platforms to profile the department; Distributing media alerts, statements and releases to the media database; Conducting research; Conceptualising and drafting editorial content such as media statements and queries for approval of the supervisor; Managing receipts and distribution of newspapers; Managing media clipping services; Monitoring the compilation of the media clipping pack (printed) and preparing it for approval; Managing media clippings e-link; Coordinating monthly and quarterly media monitoring and analysis reports from the service provider for presentations to Communications Management; Managing

communication activities around events and campaigns on the departmental events calendar; Preparing media accreditation; Coordinating venues for media registration and interviews; Providing inputs towards draft media plans; Managing and updating the media database. focus; Provide inputs to weekly/monthly/quarterly sub-directorate reports.

**EE REQUIREMENTS: Preference will be given to African Male, Coloured Male and White Male Candidates.**

**ENQUIRIES:** Ms S Zwane (012) 444 6612

**NOTE: Please note that this is a re-advertisement, candidates who previously applied must re-apply.**