

# 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:** 5 May 2017 at 16h30 (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:** **CHIEF DIRECTOR: COMMUNICATIONS (NDT 02/2017)**

**SALARY:** R 1 068 564 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised B-degree (NQF7) in Communications or a related field, plus proven strategic management and leadership skills; minimum of 5 years Senior Management experience in internal and corporate communications, public participation, speech writing and editing; media liaison and development of media plans; Good understanding of and/or exposure to the Government Communications System; Proven experience in policy development and implementation and an understanding of the work of Government and various stakeholders; Human Resource Management Skills, including the supervision of senior staff; Effective communication (report-writing and presentation skills) and stakeholder liaison skills; Experience in writing and editing government publications e.g. newsletters and magazines; Experience of developing and reporting on strategic frameworks; Project management and financial management skills; Knowledge of the Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel.

**DUTIES:** The successful candidate will be reporting to the Deputy Director General: Corporate Management and will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and management of an effective media engagement strategy; Driving the implementation of the Branding and Corporate Strategy of the Department and events Management; Ensure the provision of effective Information Communication Technology services to the Department; Managing Outreach Programme and Communications Cluster; Provide high-level media liaison support to the Minister, Deputy Minister, Director General and the Department in General; Ensure effective management of all internal and external communication initiatives of the Department, including the production of publications such as annual reports and internal newsletters; Act as the spokesperson for the Department.

**ENQUIRIES:** Mr T Koena, Tel. (012) 444 6154

**Note:** All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

