

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 or by email as provided.

CLOSING DATE: **29 August 2025, 16:30 (Late applications will not be considered)**

NOTE: Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each advertised post must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

POST: **ASSISTANT DIRECTOR: CONTENT WRITER AND EDITOR REF NO: DT12/2025. LEVEL 09**

SALARY: R 468 459.00 per annum (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: A National Diploma (NQF 6) or Bachelor's degree (NQF 7) in Language Practice/ Linguistics/ Indigenous Languages/ Communications or Journalism. Minimum of five years' working experience in language, editorial services and protocol, of which three years must be at supervisory level. Experience in published and electronic content. In-depth understanding of South African government strategies/plans, processes, programmes and communications. Knowledge of the use of Official Languages Act. Good understanding of government priorities and programmes. Knowledge of government's language policy. Understanding of the tourism sector. Understanding of protocol. Understanding of South African government processes and programmes. Knowledge of the media landscape and South Africa's communication environment.

Good leadership skills. Good project management skills. Good presentation skills. Interpersonal skills. Excellent writing skills in regard to opinion pieces, articles, messaging, scripts, media statements and speeches. Excellent editing and proof-reading skills.

DUTIES:

The successful candidate will be responsible for coordinating the development and review of the departmental language policy and ensuring alignment with the *Use of Official Languages Act* and its amendments; facilitating the implementation of the language policy through departmental presentations and awareness campaigns; representing the department on National Language Forums and workshops related to language policy implementation by the Department of Sports, Arts and Culture and Pan South African Language Board (PanSALB); managing and overseeing the translation of documents of/by the department into relevant official languages; advising on the development of specifications for SCM processes on sign languages and braille; organising South African Sign Language interpreting for departmental activities; ensuring that there are sign language interpreters in flagship departmental events; writing articles, speeches, forewords and opinion pieces for departmental, governmental and external publications that are strategically informed; writing media messages and key messages on departmental programmes which are aligned to governmental and departmental strategic documents; liaising with stakeholders to develop webpages, social media messages, posters and infographic messages for departmental programmes; providing guidance and supporting on the development of content for stakeholders including tourism signage, brochures, reports, newsletters and speaking notes; writing media statements related to government policies and departmental events and programmes that are aligned to governmental and departmental strategic documents; writing content for community outreach and engagement activities including town hall meetings, public forums and surveys; conducting desktop research, monitoring trends and identifying strategic issues to guide the development of content and key messages; providing guidance to departmental employees on the development of articles and opinion pieces for internal and external publications; editing content of high-level publications intended for external stakeholders; editing and proofreading content for departmental publications; editing policy documents, white papers and other confidential and non-confidential documents; ensuring adherence to the GCIS editorial style guide; conducting workshops on the GCIS editorial style guide.

ENQUIRIES:

Ms S de Bruin Tel. (012) 444 6605

EE REQUIREMENTS:

White Male, Coloured Male and Asian Male Candidates are encouraged to apply.

EMAIL APPLICATION:

Recruitment12@tourism.gov.za