

ADVERTISEMENT

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.

CLOSING DATE: **26 May 2023 at 16:30 (Late applications will not be considered)**

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 applicants 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 pre-employment screening and security vetting to determine the suitability of a person for employment.

POST: **ASSISTANT DIRECTOR: MEDIA LIAISON (DT16/2023)**

SALARY: R 424 104 per annum (salary level 9), excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised relevant three-year National Diploma/ B Degree in Communication/ Journalism or equivalent qualification. 3-5 years' working experience in a Communications environment. Knowledge of Government Communications. Prescripts and legislations relevant to communication. Research and Writing skills, Strong organizational, planning and problem-solving skills. Customer Care and Good interpersonal relations. Computer literacy e.g. Micro Soft Office and Internet. Language proficiency and Communication Skills. Supervisory skills and Conflict Management. A valid drivers' licence.

DUTIES: The successful candidate will be responsible for implementing a media engagement plan, 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 receipt and distribution of newspapers; managing media clipping service; monitoring the compilation of the media clipping pack (printed) and preparing 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 event calendar; preparing media accreditation, coordinating venue for media registration and interviews, inputting towards draft media plans; managing the updating of the media database.

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

ENQUIRIES: Ms S Zwane (012) 444 6612