

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:** **13 June 2022 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:** **DEPUTY DIRECTOR: INTERNAL COMMUNICATION AND GRAPHIC DESIGN (DT23/2022)**
- SALARY:** R 744 255 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 the MMS dispensation)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised NQF level 7 qualification in Communication/Journalism/Graphic Design or any other relevant field. Minimum of three years working experience in a management (Assistant Director or equivalent) position within the relevant environment. Good understanding and exposure to government communications system. Experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Willingness to work long hours and to travel outside of office. Knowledge of information gathering and analysis. Ability to work with diverse personalities and to resolve conflict. A valid driver's licence.
- DUTIES:** The successful candidate will be responsible for managing production and distribution of departmental publications, develop production schedule, develop distribution plan, facilitate the development of distribution report, manage the placement of electronic versions, manage the design and layout of communications products, facilitate the sourcing of photographs, logos and other required graphics, ensure the archival of all finished products, maintain a database of all work done, provide advice on correct CI application, manage the sign-off process of products produced, develop and update content on the intranet, manage usage of internal communication channels to distribute messages, write and edit content for the monthly newsletter, manage and maintain the image library for the department, provide photographic services for the departmental events/project, attend and provide input/feedback at weekly and monthly directorate

meetings and planning sessions, attend and provide input/feedback at chief directorate meetings and planning sessions, submit weekly and monthly reports, draft monthly focus, draft submissions for top management's approval, manage the sub-directorate annual planning process, submit quarterly reports and evidence towards the department Annual Performance Plan, financial management in terms of providing input to the directorate budget and developing procurement specifications, attend and provide input/feedback at project planning meetings, travel planning for the sub-directorate and assist with travel arrangements.

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

ENQUIRIES: Ms S Lebele 066 487 8709