



CORPORATE AND INTERNAL COMMUNICATIONS MANAGER

An exciting opportunity exists for a Corporate and Internal Communications Manager in the Brand and Marketing Business Unit at South African Tourism's Head office in Sandton. This position reports to the GM: Global Public Relations, Communication and Stakeholder Relations. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

Purpose of this position:

Build and maintain relationships with key stakeholders by developing and implementing SA Tourism corporate communications and stakeholder engagement strategies, identifying stakeholder issues and acting appropriately to address issues and contributing to the overall development and maintenance of SA Tourism's reputation

Key Outputs:

- Advise the Chief Executive Officer (CEO), Executives and other SA Tourism employees on media and public relations matters to develop and maintain a positive image of SA Tourism.
- Oversee media training for SA Tourism employees.
- Prepare briefing notes and speeches for the CEO and other Executives as required.
- Oversee SA Tourism representation at strategic external events by employees.
- Manage key interventions and activities that improve the image and reputation of the SA Tourism.
- Build and maintain good partnerships with key stakeholders at multiple levels of interaction, ensuring
- Oversee all assigned external communications activities.
- Oversee the production and editorial support for specific papers and articles for journals, magazines, newspapers, books and website activities.
- Review and approve all external communication content (including SA Tourism's Annual Report).
- Oversee the delivery of communication to all staff members through a range of channels, ensuring ease of access, clarity and consistent messaging - (quarterly newsletters, articles, intranet).
- Develop comprehensive staff engagement plan for the CEO
- Ensure messages from CEO and the Board as well as key changes/ decisions are properly reflected in communications to stakeholders
- Ensure quality delivery of the SA Tourism's Annual Report, strategic plans and other corporate documents
- Provide writing and editorial advice for all publications, promotional material, website content, newsletters and the annual report.
- Oversee research to determine internal audience needs and requirements.



- Develop internal communications plans for a range of projects, initiatives and campaigns, and implement them.
- Provide communication business partnering to support effective change management
- Draft Minister, chairperson and CEO forewords for internal and external publications
- Draft articles on behalf of the CEO, Minister for internal and external publications
- Draft speaker notes for CEO and Minister for SA Tourism events

QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/ 3-year Diploma in Communications/PR/Business Management/International Relations or relevant field with 4 years Middle Management experience
- Skills and Knowledge: Good leadership skills. Excellent financial management skills. Strategic development, excellent project management. Reporting writing skills. Good writing and verbal communication skills, Computer literacy. Good networking skills. Stakeholder's relations and Secretariat Services, public speaking, strategic goal and objectives
- 5 -7 years' work experience in Communications and/or Stakeholder Relations field, or similar environment, of which at least 4 should be in management.

KNOWLEDGE AND UNDERSTANDING OF

- The PFMA and regulations, and other relevant legislation - e.g. the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act.
- Government priorities and imperatives.
- Legislation and regulations that govern the Public Service e.g. the Public Service Act
- Performance monitoring, evaluation and reporting frameworks, systems and processes.
- Communications and information management legislative requirements.
- Relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans
- King 3 principles
- All Public Service systems.

Visit us @ www.southafrica.net

Detailed CV to be sent to : brandmarketing@southafrica.net
Closing date : 29 March 2019

**Should you have not heard from us within two weeks after the closing date,
kindly consider your application unsuccessful.
No late applications will be accepted.**