



PUBLIC RELATIONS AND COMMUNICATION COORDINATOR

An exciting opportunity exists for a Public Relations and Communication Coordinator in the Brand and Marketing Business Unit at South African Tourism's Head office in Sandton. This position reports to the Corporate and Internal Communications Manager. 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.

Key Outputs:

- Delivery of communication to all staff members through a range of channels, ensuring ease of access, clarity and consistent messaging - (quarterly newsletters, articles, intranet).
- Manage the drafting of internal communication materials and ensure superior editorial standards.
- Communicate the annual events calendar to all employees in terms of organised internal and external activities.
- Implement mechanisms to encourage staff participation and involvement.
- Communicate the annual events calendar to all employees in terms of organised internal and external activities.
- Support and coordinate the provision of writing and editorial advice for all publications, promotional material, website content, newsletters and the annual report.
- Manage responses to all internal information requests.
- Support the coordination of Agency Deliverables
- Work with Agency on Weekly status reports
- Manage PR and Media events calendar
- Assist with departmental travel and other administrative duties
- Create events calendar for BU's
- Monitor the organisation's internal communication programme so that internal stakeholders across the organisation (Head Office and International) are informed of organisational news, issues and direction and have mechanisms for providing feedback to management.
- Play a key role in communicating all milestones around the annual SAT conference, and manage internal communications.
- Monitor, evaluate and report on media coverage on all Corporate and CEO-related coverage
- Work with Agency on keeping media database relevant,
- Coordinate all media interview requests that come through the media queries portal

QUALIFICATIONS AND EXPERIENCE

-
- National Diploma in Communications and/or Public Relations or any relevant equivalent qualification.
- 2 -3 years' relevant experience
- Experience in Public Relations and Communications for a major company or division of a large corporation.

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.
- 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.