

## **GLOBAL TRADE RELATIONS OFFICER**

An exciting employment opportunity exists at our Head Office in South Africa, to join our Global Trade business unit as a Global Trade Relations Officer. We invite applications from individuals who are passionate about promoting South Africa as a Tourism Destination and possess the required skills and experience.

### **Purpose of the Role**

The Global Trade Relations Officer is responsible for supporting the Head: Global Trade in the execution of the global trade mandate. This includes engaging and liaising with stakeholders across the tourism distribution value chain, including traditional tourism trade operators, aviation stakeholders, non-traditional trade partners, media, and other relevant industry stakeholders. The role also plays a key part in facilitating effective communication with both internal and external stakeholders, while providing day-to-day administrative and operational support to ensure the efficient functioning of the unit.

### **Key Performance Areas:**

#### **Support to Internal Stakeholders - inclusive of Regional Offices & Head Office**

- Identify international trade marketing opportunities and communicate to the relevant stakeholders.
- Participate in global trade marketing platforms to do destination presentations, activations and networking with attendees.
- Participate in and support at route development platforms and initiatives.

#### **Trade Relationship Management**

- Build and maintain relationships with various distribution channel associations and stakeholders.
- Execute annual trade plans in line with SA Tourism objectives and key account management principles.
- Liaise with key stakeholders to provide necessary support in securing more tourists (leisure & business) tourist to the destination.
- Establish leveraging opportunities based on the profile of delegates at meetings.

#### **Project Management**

- Provide project administrative support for the delivery of trade marketing platform engagements with trade associations and key stakeholders
- Execute trade familiarization tools that ensure the distribution channel can sell South Africa optimally.
- Assist in managing, monitoring and evaluating service provider companies.
- Raise purchase orders and liaise closely with finance and supply chain management business units to ensure compliance and high quality outcomes.

- Coordinate and book travel for the Global Trade Team and relevant stakeholders (where applicable).
- Reporting post activations and projects (where applicable).

#### **Stakeholder Engagement & Communications**

- Engage with the Global Trade Relations Head and other business unit heads to provide an advisory trade relations role in general.
- Establish and maintain relationships with key stakeholders to promote the South African brand through collaboration and partnerships with business heads, trade and broader industry/sector players, and the world.

#### **Minimum Qualifications and Experience**

- A Bachelor's Degree in Trade/Tourism Management or equivalent experience
- 5-7 years in tourism/ aviation / sales & marketing/ or related fields.
- Experience in stakeholder communications. Tourism and/or aviation experience will be an added advantage.

#### **Knowledge and understanding of:**

- Advanced PC Literacy
- Government priorities and imperatives
- 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
- Performance monitoring, evaluation and reporting frameworks, systems, and processes
- Relevant legislation and regulatory requirements namely, POPI Act, PFMA, Treasury Regulations and Frameworks on performance information and strategic plans.
- Communications and information management legislative requirements.
- All Public Service systems.

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Detailed CV to be sent to : [hr@southafrica.net](mailto:hr@southafrica.net)  
Closing date : 09 July 2026

#### **Important note:**

**People with disabilities are encouraged to apply. Due to a large amount of correspondence, we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful. No late applications will be accepted.**