

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 Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- FOR ATTENTION** : Mr E Masindi
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). 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 candidate 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 screening and security vetting to determine the suitability of a person for employment.

MANAGEMENT ECHELON

- POST 16/26** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: NDT 02/2017**
- SALARY** : R1 068 564 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 personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Communications or a related field, plus proven strategic management and leadership skills; minimum of 5 years Senior Management experience in internal and corporate communications, public participation, speech writing and editing; media liaison and development of media plans; Good understanding of and/or exposure to the Government Communications System; Proven experience in policy development and implementation and an understanding of the work of Government and various stakeholders; Human Resource Management Skills, including the supervision of senior staff; Effective communication (report-writing and presentation skills) and stakeholder liaison skills; Experience in writing and editing government publications e.g. newsletters and magazines; Experience of developing and reporting on strategic frameworks; Project management and financial management skills; Knowledge of the Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Deputy Director General: Corporate Management and will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and management of an effective media engagement strategy; Driving the implementation of the Branding and Corporate Strategy of the Department and events Management; Ensure the provision of effective Information Communication Technology services to the Department; Managing Outreach Programme and Communications Cluster; Provide high-level media liaison support to the Minister, Deputy Minister, Director General and the Department in General; Ensure effective management of all internal and external communication initiatives of the Department, including the production of publications such as annual reports and internal newsletters; Act as the spokesperson for the Department.
- ENQUIRIES** : Mr T Koena, Tel no: (012) 444 6154
- CLOSING DATE** : 05 May 2017 at 16:30 (E-mailed, faxed and late applications will not be considered)
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

POST 16/27 : **DIRECTOR: TOURISM DESTINATION PLANNING REF NO: NDT 03/2017**

SALARY : R898 743 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 personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
A SAQA recognised B-degree (NQF7) in Tourism/Development Planning/Town & Regional Planning or similar, a postgraduate degree would be advantageous; at least 5 years middle/senior management experience, Knowledge of tourism/economic development and management. *Required skills:* Management of research projects; Tourism Planning; Project and Programme Management; Stakeholder Management; Strategic planning; Financial Management; Human Resource Management; Research skills.

DUTIES : Provide overall strategic management and leadership to the Directorate: Destination Planning performing the following duties: Establish strategic direction of the component to ensure alignment with departmental strategic objectives; Monitor and ensure the implementation of the strategic and business plans; Oversee the development of Operational Plans to give strategic direction to business components/ units; Align individual performance to the strategic business objectives; Implement and report on strategic frameworks in the area of functional responsibility; Monitor the attainability & sustainability of performance standards as per departmental objectives; Compile management reports in a prescribed format; Analyse tourism market demand trends to inform supply development and positioning; Conduct benchmarking of destination offerings/potential projects; Development and monitoring of progressive implementation of a pipeline of prioritized tourism infrastructure and tourism products; Produce destination lifecycle assessments; Coordinate the development of product and visitor surveys; Monitor/track performance of tourism supply development/s; Create a spatial mapping system of all tourism information; Manage collection of spatial information from other entities; Populate, maintain and update all tourism and related spatial information; Provide support to provinces and municipalities on spatial mapping outputs/services; Map all proposed tourism development zones, potential/development projects, tourism routes; Manage the creation and maintenance of a tourism supply and infrastructure database; Ensure that the preparations of the budget are in line with strategic plans & department objectives; Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure; Ensure that spending is maximized in line with strategic objective; Manage Human Resources; Monitor and report on the utilisation of equipment; Co-ordinate memorandum of understanding, service level agreements and expenditure review.

ENQUIRIES : Mr T Koena, Tel no: (012) 444 6154

CLOSING DATE : 12 May 2017 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job, some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.

POST 16/28 : **DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: NDT 04/2017**

SALARY : R898 743 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 personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
A SAQA recognised B-degree (NQF7) in Computer Sciences/Systems or related field; minimum of 5 years middle/senior Management experience, experience in strategy and policy development environment. Extensive experience in the field of software development, knowledge and information management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and management is essential. Working knowledge of Electronic Communication Act, Geographical Information Systems (GIS), web technology and mobile technology. Proven strategic management, Stakeholder Management, Project Management, Human Resource Management, Communication and leadership skills.

DUTIES

: Lead the development and implementation of Knowledge Management policies & frameworks in support of National Tourism Sector Strategy implementation; Provide overall strategic management and leadership to the design and development of knowledge management systems; Develop and implement the knowledge management strategy and plans. Develop strategies for the knowledge management systems updates and maintenance; Ensure that the information and knowledge systems used by the department are constantly updated and implemented using best practices; Identify and collaborate with stakeholders for the development and management of the knowledge management systems and databases; Lead stakeholder relations management activities and ensure their alignment to other departmental initiatives; Lead the development, maintenance and quality assurance of the national tourism databases; Lead the information collection on various tourism sub-sectors; Manage the development of digital systems for collecting first-hand information; Lead the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Lead the collection and consolidation of knowledge from various sources to inform policy, planning, decision-making and departmental programmes; Ensure content is up to date and maintained continuously for all knowledge management systems.

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