

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 for the attention of Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 18 August 2017 at 16:30 (E mailed, faxed and late applications will not be considered)
- 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 31/58** : **DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: NDT15/2017**
- 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** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Social Science or related field; minimum of 5 years middle/senior Management experience, Proven strategic planning experience; Knowledge of Government Planning and Reporting, Government Wide Monitoring and Evaluation Framework; Framework for Strategic Plans and Annual. Required skills: Stakeholder Facilitation and Management. Programme and Project Management; Strategic Capability and Leadership; Financial Management; Interpersonal skills; Communication skills; Conflict management skills; Contract management; Change management knowledge and skills
- DUTIES** : Provide overall strategic management and leadership to the Directorate performing the following duties: Develop, implement and manage the Department's Stakeholder Engagement Strategy for the public and private sectors. Coordinate the provision of an effective and efficient secretariat service to intergovernmental meetings. Manage intergovernmental relations and tourism development programmes at all levels; Establish, convene and maintain institutional arrangements for engagements with relevant stakeholders in other spheres of government; Track and develop a schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation by the Department; Oversee the establishment of partnerships and linkages with relevant sector Departments, provinces, private sector and other relevant Agencies; Identify and propose national tourism stakeholder engagement platforms to address pertinent issues with an impact on tourism; Manage the development of a comprehensive and reliable stakeholder contact management system for the Department; Manage the development and periodic review of the stakeholder engagement framework.
- ENQUIRIES** : Mr T Koenen, Tel no: (012) 444 6154
- 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.

OTHER POSTS

POST 31/59 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: NDT 16/2017**

SALARY : R 334 545 per annum (Total inclusive package of R470 774/conditions apply)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three-year B Degree/ National Diploma with majors in Accounting, Auditing, Internal Audit or Information Systems plus three to five years working experience in the Information Technology field. Key competencies: Understanding of Standards for the Professional Practice of Internal Audit as issued by the Institute of Internal Auditors. Knowledge of Legislative requirements in the Public Sector including Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Risk-based audit methodology, Corporate governance, Risk Management, Best Practice Internal Controls and GRAP Statements. Written and verbal communication skills, Interviewing skills, Analytical and problem solving ability, Staff and interpersonal skills, Project management skills and Computer skills. Valid Code B driver's license.

DUTIES : The successful candidate will be responsible to support and assist in the compilation of Annual Internal Audit Plan from the comprehensive risk assessment results; Perform preliminary assessment of the risks to reflect the audit project objectives; Document the scope of each audit project and ensure it addresses the agreed objectives; Evaluate the effectiveness of internal controls within the processes reviewed; Analyses of SDLC methodology, providing for internal audit input at key points in the process including the use of continuous assurance techniques including embedded audit modules and intelligent agents; Use of computer-assisted audit techniques (CAATs) to support audit projects. Conduct audits in accordance with the Internal Audit Methodology and the IIA Standards. Perform audits using internal audit tools, e.g. teammate audit software. Completion of Quality Assurance work paper where applicable. Specific reporting, co-ordinating and liaising on audit related issues between NDT and various clients and stakeholders, including amongst others, the Audit Committee as well as the Auditor-General; Liaison with external service providers (consultants); Collate all necessary information for the preparation of audit committee meetings. Participate in the preparation of the audit committee meeting packs and review for quality prior distribution to relevant members.

ENQUIRIES : Mr T Koena Tel no: (012) 444 6154
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

POST 31/60 : **ASSISTANT DIRECTOR: GRAPHIC DESIGN SERVICES REF NO: NDT 14/2017**

SALARY : R 334 545 per annum (Total inclusive package of R 470 774 per annum /conditions apply)
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree/ National Diploma or equivalent qualification in Graphic Design. At least 2 years' experience in a graphic design field. Job Knowledge: Must be proficient in the use of an Apple Macintosh computer; Must be proficient in Adobe Illustrator, Photoshop and InDesign (Web and 3-D skills will be an added advantage). Must have the ability to develop creative and innovative design concepts. Competencies required: Strong design skills and thorough knowledge of reprography and printing; Good organisational and communication skills. The ability to work under pressure and meet deadlines; The ability to multi-task and manage priorities in a fast-paced environment and should be highly motivated with an eye for detail.

DUTIES : The successful candidate will report to the Deputy Director: Internal Communications and Graphic Design Services and his/her duties will primarily be to collaborate with the manager on the overall look and feel for all design products.

Work as a graphic designer on various products as per brief. Conceptualise and handle visual execution of all design briefs. Handle creative jobs from concept through to print. Provide comprehensive briefs to photographers. Liaise with reproduction houses, advertisers and printing companies on production. To present concept to client for approval. To obtain photographs, logos and other required graphics.

**ENQUIRIES
NOTE**

: Mr J Mokou, Tel no: (012) 444 6618
: Applicants must also submit ONLY their portfolios on compact disk or email to jmokou@tourism.gov.za (not bigger than 3MB)

POST 31/61

: **RECEPTIONIST/SECRETARY: OFFICE OF THE DEPUTY MINISTER REF NO:
NDT 17/2017**
(Contract linked to the term of office of the Deputy Minister)

**SALARY
CENTRE
REQUIREMENTS**

: R226 611 (plus 37% in lieu of benefits) per annum.
: Pretoria
: A Grade 12 Certificate PLUS an appropriate qualification in reception/secretarial/clerical or administration studies. Minimum of 2 years' experience in reception and customer services; experience in customer care.; ability to work under pressure; Sound organising and planning skills; Good communication skills; Conflict management skills; Ability to promote Batho Pele principles; Ability to work individually and in a team; Computer literacy. A valid driver's licence.

DUTIES

: Provide receptionist services in the office of the Deputy Minister (DM). Offer refreshments to guests on arrival. Maintain visitor log book; Serve as a central entry point for the internal stakeholders who visit the office of the Deputy Minister. Record incoming and outgoing mail; Provide clerical/secretarial support to the office in general and to the Head of Office specifically. Assist in processing of subsistence and travel claims of the staff. Make travel and accommodation bookings for the staff; Organise petty cash. Do monthly groceries. Organise catering for DM's meetings and/or events; Keeping and maintaining an electronic system for all correspondence in the office.

**ENQUIRIES
NOTE**

: Ms B Morena, Tel no: (012) 444 6114
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.