

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** : 15 May 2018 (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.

OTHER POST

- POST 17/40** : **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING AND INFORMATION MANAGEMENT (REF NO: NDT 03/2018)**
- SALARY** : R657 558 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 Bachelor's Degree or National Diploma (NQF 6) in Human Resources or related field. At least 3-5 years' experience in HR Planning & Systems or appropriate field. Experience in managing human and financial resources. Knowledge of MS Office, PERSAL and Vulindlela. Knowledge of relevant Acts, Policies, Prescripts including Employment Equity and Job Access Strategy; Knowledge of relevant HR practices in the Public Service and in the Department. Understanding of change management principles and retention practices and principles. Knowledge of global and national HR trends. Good leadership, verbal and written communication skills. Project management and research skills. Co-ordinate and manage the sub-directorate. Ability to manage the compilation of comprehensive statistics, conduct trend analysis, compile reports and manage the establishment. Strategy analysis knowledge.
- DUTIES** : The successful candidate will be responsible to Manage the accurate recording of human resources information on the PERSAL system; Manage requests for PERSAL reports; Manage the appropriate classification of confidential information; Interpret and analyse information in order to draft quality reports to management enabling them to take informed decisions; Orientate users on the safe usage of passwords and the protection of information; Monitor the suspense file and investigate questionable transactions; Ensure the registration of SCC's with Treasury (PERSAL); Align the HR plan to the Strategic Plan of the department; Coordinate the collection and analysis of data on human resource activities for reporting purposes; Monitor and ensure the analysis of human resources utilisation; Monitor and evaluate activities from the HR plan; Compile HR planning and any other related reports; Ensure

the HR plan is linked to the MTEF; Monitor the implementation of the business plan; Align individual performance to the strategic objectives of the unit; Report on the strategic frameworks/ plans in the area of functional responsibility; Monitor and ensure effective and efficient coordination of activities; Compile monthly, quarterly and annual reports; Plan, organise and control activities pertaining to the component.

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. They will also undergo a practical exercise on the day of the interviews.