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 Chief Director: HR Management and Development to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 18 October 2019, 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 (Certified copies must not be older than 3 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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 Shortlisted candidates may further be subject to a job related test.

OTHER POSTS

POST 35/53: BRANCH COORDINATOR: DESTINATION DEVELOPMENT REF NO: DT 19/2019

SALARY: R733 257 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 recognised Bachelor’s Degree/National Diploma (NQF6) plus a minimum of 3 years’ relevant experience in rendering administrative and executive support services, preferably in a similar environment. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communications (written and verbal), Human Resources and Asset Management skills Exposure to an electronic document management system will serve as an added advantage Ability to work under constant pressure and to solve problems.

DUTIES: The successful candidate will be responsible for consolidating budget inputs; Monitoring the branch budget to detect over/under expenditure; Reporting instances of deficit/excess expenditure during estimate of national expenditure; Providing Supply Chain Management support; Managing assets of the Branch in terms Supply Chain Management policies; Provisioning of administration and Human Resources support; Coordinating together with the HR Unit the implementation of Human Resource support initiatives; Coordinating the process of compiling the Strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan; Consolidating and coordinating branch quarterly performance reports; Analysing evidence for performance reporting, package and load them on EDMS; Managing the branch audit queries and ensuring that they are dealt with within specified period; Providing support on special projects; Ensuring proper filing of all electronics as well as hard copy documents of the branch; Rendering of general secretariat and logistical support services; Arranging and providing secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions);
Ensuring the implementation of action plans; Monitoring EDMS workflows of the branch; Providing support to the Office of the DDG on the monitoring of the implementation of executive and top management meeting decisions.; Coordinating submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister’s Quarterly Review, MiPTECH, Top Management, Lekgotla etc). Managing channelled to the branch by Ministry, DG’s office and other branches and ensuring that responses are provided within specified times.

ENQUIRIES : Ms F Naidoo Tel No: (012) 444 6356

POST 35/54 : DEPUTY DIRECTOR: CLAIMS- CAPITAL INCENTIVES REF NO: DT 21/2019

SALARY : R733 257 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 : An appropriate recognized (NQF6) qualification in Finance/Economics/Commerce or related field 3-5 years’ working experience in a relevant environment such as financial support, incentive programmes or enterprise development. Key Requirements: Experience in drafting incentive programme guidelines Experience in project management, people management and empowerment, financial management, reporting writing, stakeholder management and project management. Experience in developing and reviewing of administrative processes for incentive programmes. Analytical skills, communications skills (verbal and written), research skills, presentation skills, knowledge and information skills, conflict management, problem solving skills and planning and organising. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Office packages.

DUTIES : The successful candidate will be responsible for Drafting Guidelines on New and Revised Incentive Programmes; Reviewing proposals or concept documents; Ensuring alignment of incentives to the departments policies; Drafting guidelines for new and revised incentive programmes for approval; Ensuring that inputs from stakeholders are incorporated in guidelines; Facilitating the process of approval of guidelines and obtaining of all relevant signatures; Developing project plans to manage current incentives and introduce new incentives; Identifying relevant stakeholders for incentives and convene project teams; Developing performance indicators and managing the process of developing incentive schemes; Reporting on the progress of projects and ensuring that milestones are achieved; Reviewing administration processes for incentive programmes; Managing the administration processes and ensuring that they have been implemented in line with the requirements and provisions of the guidelines; Reporting on performance of projects on a monthly and quarterly basis; Contributing to the development of the unit’s operational plan on an annual basis; Performing technical analysis to determine financial resources required to implement incentives and programmes; Overseeing the financial management of incentive programmes; Monitoring and reporting on budgets and expenditure of incentive programmes; Monitoring the development and maintenance of a stakeholder database; Liaising with key stakeholders relating to the development and implementation of incentive programmes; Developing and implementing a marketing plan for incentives; Marketing the Tourism Incentive Programme to relevant stakeholders; Ensuring that minutes and reports are developed for all meetings; Overseeing the follow up of actions required in relation to meetings; Overseeing the filing system for the relevant incentive programmes.

ENQUIRIES : Mr Cassim Nakkooda Tel No: (012) 444 6582

POST 35/55 : ASSISTANT DIRECTOR: STATISTICAL ANALYSIS REF NO: DT20/2019

SALARY : R470 040 per annum (excluding service benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised three-year National Diploma/Degree or equivalent qualification (NQF6) in Statistics/Economics or related field 3-5 years’ experience
in statistical analysis or related environment. Sound knowledge of data management, data analysis and statistical skills. Good understanding of the tourism sector will be an added advantage. Good writing skills, project management and coordination skills.

**DUTIES**

The successful candidate will be responsible for gathering, organising and verifying data. Assist with the analysis of tourism trends and patterns. Use statistical and data analysis programmes to analyse quantitative and qualitative data and information. Assist to identify tourism data sources and verify the quality of data. Provide consistent checks to ensure data integrity and accuracy. Facilitate access to tourism statistics and information. Assist to identify relevant platforms to disseminate tourism statistics and information. Initiate and compile draft dissemination plans. Organise and coordinate the dissemination of tourism statistics to tourism stakeholders. Assist in coordinating stakeholder engagement meetings on issues related to tourism statistics.

**ENQUIRIES**

Ms L Machitje Tel No: (012) 444 6317

**POST 35/56**

DATA TECHNOLOGIST REF NO: DT 18/2019

**SALARY**

R316 791 per annum (excluding benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

3-year National Diploma/Degree (NQF6) in Information Technology. 2-3 years’ relevant working experience in a project management environment. A valid driver’s license will be an added advantage.

**DUTIES**

The successful candidate will be responsible for: System Development, Maintenance, Help Desk Management. Log calls on Help Desk Management System. Assist users register on the Web-Based system; Reset user passwords; Link users to their respective projects on the Web-Based system; Providing access rights to new users; Refer back reports; Setting up printers for users; Allocate and assign business plans, progress payment reports, and administration reports; Perform database replication process and system backups; Update project classification; Create projects on the system; Upload audit reports on the system; upload completion reports on the system; Prepare activity reports on helpdesk enquiries for statistical purposes; Generate reports for all hardware and software enquiries for statistical purposes; Generate progress reports for stakeholders; Develop and document system specifications and processes; Process mapping; User training.

**ENQUIRIES**

Mr R Tsotetsi Tel No: (012) 444 6505