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

CLOSING DATE: 08 November 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.

ERRATUM: kindly note that the post of State Accountant: Creditors, Travel and Subsistence with Ref No: DT 24/2019 (Level 08) advertised in Public Service Vacancy Circular 37 dated 18 October 2019 was advertised with incorrect post title, the correct post title should read as follows: Senior State Accountant: Creditors, Travel and Accommodation Ref No: DT 24/2019 (Level 08). The closing date has been to 08 November 2019. We apologise for the inconvenience.

OTHER POSTS

POST 38/50: DEPUTY DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: DT 20/2019

SALARY: R869 007 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 3-5 years’ relevant working experience. Understanding of policy development processes; Understanding of strategy development processes; Understanding of the Public Service Systems; Knowledge of PFMA and other relevant Acts/legislation; knowledge of Project Management, stakeholder management, management of Human Resource. A valid code B driver’s license.

DUTIES: The successful candidate will be responsible for facilitating the development and review of the tourism sector policy and regulatory frameworks; Scanning the policy environment to inform the development and review of policy and regulatory frameworks; Developing discussion documents on the development and review of policy and regulatory frameworks; Consulting with stakeholders on the development of policy and regulatory frameworks; Developing policy and regulatory frameworks to guide the sector; Proactively tracking national policy developments from other sectors with impact to tourism; Analysing national policy developments from other sectors with impact to tourism; Highlighting implications to tourism emanating from other sectoral policy/regulatory frameworks; Generating tourism policy position on other sectoral policy/regulatory frameworks; Tracking global and national policy developments with impact to the tourism economy; Analysing global and national policy developments with impact to tourism; Developing policy watch documents; Ensuring policy advocacy for alignment at local and political spheres of government; Ensuring policy advocacy at relevant national/sectoral
forums; Reporting on the mainstreaming, integration and alignment of tourism agenda across all spheres of government.

**ENQUIRIES**

Mr S Nkala Tel No: (012) 444 6316

**POST 38/51**

**ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DT 25/2019**

**SALARY**

R376 596 per annum (Level 09), excluding service benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Communication/ Journalism or an equivalent qualification. 3-5 years' work experience in a communications environment. Knowledge of government communications. Knowledge of legislation and prescripts relevant to communications. Good interpersonal skills. Strong organisational, planning and problem solving skills. Language proficiency. Good writing skills. Knowledge of Social Media. Excellent computer literacy and use of standard software packages. Ability to work under pressure, irregular hours, and travel and work outside the office. A valid driver's license.

**DUTIES**

The successful candidate will be responsible for implementing media engagement plans, identifying relevant media platforms to profile the department; Distributing media alerts, statements and releases to the media database; Conducting research; Conceptualising and drafting editorial content such as media statements and queries for approval of the supervisor; Managing receipts and distribution of newspapers; Managing media clipping services; Monitoring the compilation of the media clipping pack (printed) and preparing it for approval; Managing media clippings e-link; Coordinating monthly and quarterly media monitoring and analysis reports from the service provider for presentations to Communications Management; Managing communication activities around events and campaigns on the departmental events calendar; Preparing media accreditation; Coordinating venues for media registration and interviews; Providing inputs towards draft media plans; Managing and updating the media database. focus; Provide inputs to weekly/monthly/quarterly sub-directorate reports.

**ENQUIRIES**

Ms S Zwane Tel No: (012) 444 6612

**NOTE**

Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.