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 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

29 November 2019 (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 6 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 41/124

DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING AND INFORMATION MANAGEMENT REF NO: DT 07/2019

SALARY

R733 257 per annum/conditions apply) (A Total inclusive package)

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’ working experience in HR or appropriate field. Experience in managing human and financial resources. Knowledge of MS Office, PERSAL and Vulindlela systems. Knowledge of the South African Constitution, Employment Equity Act, Basic Conditions of Employment Act, the Promotion of Equality and Prevention of Unfair Discrimination Act, the Labour Relations Act and other relevant Policies and Prescripts. Knowledge of relevant HR practices in the Public Service and in the Department Knowledge of change management principles and retention practices and principles. Good leadership, verbal and written communication skills. Project management and research skills. Computer literacy. Financial and number skills. Ability to work individually and in a team.

DUTIES

The successful candidate will be responsible for Aligning the HR plan to the Strategic Plan of the department; Coordinating the collection and analysis of data on human resource activities for reporting purposes; Monitoring and ensuring the analysis of human resources utilisation; Monitoring and evaluating activities from the HR Plan; Compiling HR Planning and any other related reports; Ensuring the HR plan is linked to the MTEF; Monitoring the implementation of the business plan; Aligning individual performance to the strategic objectives of the unit; Reporting on the strategic frameworks/ plans in the area of functional responsibility; Monitoring and ensuring effective and efficient coordination of activities; Compiling monthly, quarterly and annual reports; Planning, organising and controlling activities pertaining to the component; Provide support on the development and implementation of the Employment Equity Plan; Managing HR PERSAL Control in the department including the accurate recording of human resources information; Managing the appropriate classification of confidential information; Interpreting and analysing information in order to draft quality reports to management enabling them to take informed decisions; Managing the orientation of users on the safe usage of passwords and the protection of information; Monitoring the suspense file and investigating questionable transactions; Ensuring the registration of SCo’s with Treasury (PERSAL).
ENQUIRIES : Mr Mfana Percy Tshabane. Tel No: (012) 444 6195

POST 41/125 : BRANCH COORDINATOR: CORPORATE MANAGEMENT REF NO: DT 06/2019

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 : Adv AM Mafanele Tel No: (012) 444 6135

POST 41/126 : RECEPTIONIST REF NO: DT 08/2019

SALARY : R173 703 per annum (Level 05) excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and an appropriate qualification in reception. A minimum of 2 years’ work experience in reception and customer services. Knowledge and experience in a customer care environment. Knowledge of security policies and prescripts. Computer literacy. Be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication skills. Ability to operate a computer. Ability to promote Batho Pele principles. Ability to work individually and in a team. Good interpersonal relations.

DUTIES : The successful candidate will be responsible for greeting, identifying and directing visitors and arranging for escort; Verifying identification of incoming visitors; Issuing visitor cards; Maintaining visitor logs and related documents; Recording incoming and outgoing mail; Compiling visitor statistics; Ensuring that all security equipment at the reception is operational and reporting defects to the maintenance unit/ Security Officer; Directing visitors to relevant information desk; Referring visitors to relevant officials for assistance; Screening visitors prior to referral.

ENQUIRIES : Mr R Benadie Tel No: (012) 444-6144