

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. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE** : 08 January 2021 at 16:30 (Late applications will not be considered)
- NOTE** : E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, a CV with a font size of 10 and Arial theme font, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's licence where necessary. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day on the interviews. 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. Kindly note that the Department of Tourism will be closed from 24 December 2020 until 03 January 2021. No access will be granted into the building during this period.

OTHER POSTS

- POST 28/80** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS REF NO: DT 23/2020**
- 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) in Public Policy, Tourism or Development Studies plus 3-5 years' relevant working experience in a policy environment. Transport knowledge and understanding of the transport economy and environment as a contributor to tourism. 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 and management of Human Resources. 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. EE Requirements: Preference Will Be Given To African Male, Coloured Male And White Male Candidates.

ENQUIRIES : Mr S Nkala Tel No: (012) 444 6316

POST 28/81 : **KNOWLEDGE MANAGEMENT OFFICER REF NO: DT 22/2020**

SALARY : R316 791 per annum, excluding service benefits (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised Bachelor's Degree or National Diploma (NQF 6). 2-3 years' relevant work experience in a strategy/policy development environment. A clear understanding of the Tourism sector in South Africa and globally. Knowledge of relevant Acts and Prescripts. Knowledge of procurement and budgeting processes. Advanced computer skills. Good communication and interpersonal skills. Ability to work individually and in a team. Ability to work under pressure. Good report writing skills. Sound organising and planning skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for providing administrative support for the development, review and implementation of the knowledge management strategy; Providing administrative support for the development, review and implementation of the National Tourism Knowledge Agenda; Providing administrative support for the development and implementation of knowledge management policies and frameworks in support of the National Tourism Sector Strategy (NTSS) implementation; Providing administrative support for the collection and consolidation of knowledge from various sources to inform policy, planning, decision making and departmental programmes. EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

ENQUIRIES : Mr M Lose. Tel No: (012) 444 6368

POST 28/82 : **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: DT 25/2020**

SALARY : R257 508 per annum (Level 07) excluding service benefits
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Degree/ National Diploma (NQF 6) in Financial Accounting/ Financial Management/ Management Accounting. 2-3 years' working experience in an appropriate field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Knowledge of BAS, PERSAL and LOGIS. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for administering travel and subsistence claims; receiving claim forms for both domestic and foreign trips; check if claims are correctly compiled and amounts are calculated per period and per item allowance; administering BAS payments; receiving T&S Advance forms from officials within the department for domestic and foreign trips; check if the advance is correctly calculated according to the period away and country for foreign trips; verifying correctness of allocation, invoice number, amount, banking details and signatures; verifying limits of cellphones and 3G claims per official and also certify tax invoice; attending to enquiries relating to payments; capturing of accruals at the end of the financial year; administering LOGIS online payments; downloading information from BAS and compiling register of LOGIS payments; attending to enquiries relating to LOGIS payments; administering journals, Tourvest Holdings and DIRCO account; requesting BAS reports; compiling journal on BAS for allocations wrongly allocated; receiving claim forms from officials with advance money requested from American Express; capturing claims on PERSAL; receiving payment advice for Telkom from Records Management section; capturing new

telephone numbers on the Telkom register; receive claims and invoices relating to the DIRCO account; inform DIRCO of the amount to be taken off advance.EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

ENQUIRIES : Mr A Griesel Tel No: (012) 444 6244

POST 28/83 : **SECURITY OFFICER REF NO: DT 24/2020**

SALARY : R122 595 per annum (Level 03) excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate. Minimum of 2 years' working experience in an appropriate field. Grade C PSIRA certificate. Basic firefighting knowledge. Basic security officer's course. Experience in CCTV monitoring. Working knowledge of the MISS document. Ability to interpret and apply security policies, directives, procedures and prescripts. Ability to provide immediate solutions to problems. Good verbal and written communication skills. Ability to resolve conflict. Ability to take initiative and be creative. A valid driver's licence.

DUTIES : The successful candidate will be responsible for monitoring movement of personnel, visitors and contractors utilising CCTV; Controlling the movement of personnel, visitors and contractors; Determining whether visitors have appointments and contacting the relevant employee to confirm the appointment; Completing and ensuring that the admission control register is completed and issuing admission control cards as required; Operating X-ray machines where applicable; Locking and unlocking entrances; Ensuring that unauthorised persons and dangerous objects do not enter the building/ premises; Undertaking building patrols to identify and check: that doors are locked and unlocked as required, that water leaks and taps are closed, that there are no fire hazards or exposed electrical contacts, That lights are switched on/off as required; Applying emergency procedures and alert emergency services and the department's management in cases of an emergency; Writing daily activity and irregularity reports; Monitoring and inspecting vehicles entering and leaving the premises; Ensuring that no equipment, stores and assets of the department leave the building; Ensuring that the occurrence book is kept up to date and that all incidents and reports are recorded; Ensuring that the visitors and the after-hours registers are completed and kept up to date. Completing the mail/parcel register when required to do so. EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

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