

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** : 10 July 2020 at 16:30 (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 copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) 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 following X2 posts that were advertised in Public Service Vacancy Circular 41 dated 15 November 2019, (1) Deputy Director: Human Resource Strategy, Planning and Information Management with Ref No: DT 07/2019; (2) Branch Coordinator: Corporate Management with Ref No: DT06/2019; and the post of Branch Coordinator: Destination Development with Ref No: DT19/2019 advertised in Vacancy Circular No 35 of 2019 have been withdrawn.
- MANAGEMENT ECHELON**
- POST 16/25** : **CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: DT06/2020**
Re-advertisement, persons who previously applied should re-apply.
- SALARY** : R1 251 183 per annum (Level 14) (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.
- CENTRE REQUIREMENTS** : Pretoria
A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5-10 years' experience in a Senior Management position in the tourism environment. Thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of the tourism sector, Human resource development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Reporting to the Deputy Director-General: for Tourism Sector Support Services, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate.

Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD Initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development and formulate and manage the components resources against its strategic objectives.

**ENQUIRIES
NOTE**

: Adv MA Mafanele Tel No: (012) 444 6135
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to African Female and Coloured Female Candidates.

POST 16/26

: **DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT (HRD) AND GOVERNANCE REF NO: DT07/2020**

SALARY

: R1 057 326 per annum (Level 13) (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.

**CENTRE
REQUIREMENTS**

: Pretoria
: A SAQA recognised B-degree (NQF7) in Human Resource Development/ Tourism or related equivalent qualification plus proven strategic management and leadership skills, minimum 5 years' experience in a middle Management position. Experience in coordinating efficient sector specific Human Resource Development Governance. Knowledge and understanding: Tourism sector and policies; SETA landscape; HR Development; Skills Development Act; Tourism Act. Skills: Programme and project management; Financial management, People management, Strategic Management; Stakeholder management; Problem solving; Policy development skills; Communication skills. Possession of a valid driver's license and willingness to travel extensively. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES

: Reporting to the Chief Director: Tourism Sector HRD, the successful candidate will be responsible for the following key functions: Provide strategic direction which is aligned to the departments strategic objectives; Implement and monitor strategic and business plans; Oversee the development of operational plans to give strategic direction to the component; Align individual performance to strategic business objectives; Implement and report on strategic frameworks in the area of functional responsibility; Compile management reports as prescribed; Assess HRD implications for strategic priority areas in the sector; Develop and implement a framework for monitoring and evaluation of HRD initiative in the sector; Facilitate education and skills straining system; establish structures and bodies to enhance synergy amongst role player; create a platform to engage with universities and universities of technology on tourism sector offerings; enhance learning and career paths in tourism industry from school level through post graduate education; improve articulation and progression in relation to tourism industry courses; facilitate the establishment of a dedicated bursary scheme for students studying tourism related courses at university; facilitate the creating of work readiness programme for the unemployed in collaboration with stakeholder; implement advocacy and awareness capacity building initiatives; Ensure effective implementation of budgets by monitoring, projecting and reporting on expenditure; Coordinate memorandums of understanding, service level agreements and expenditure reviews; Manage and monitor performance standards as per departmental objectives; Effectively execute any Human Resource related responsibilities.

**ENQUIRIES
NOTE**

: Adv MA Mafanele Tel No: (012) 444 6135
: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE: Preference will be given to African Female and Coloured Female Candidates.

<u>POST 16/27</u>	:	<u>DIRECTOR: TOURISM INTEGRATION REF NO: DT08/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5 years' experience in a middle Management position. Sound knowledge and understanding of the tourism sector and associated industries, Ability to interact with stakeholders at all levels, project management and contracting experience, interactive and a holistic concept of the tourism economy, and extensive experience in product, infrastructure route and experience development. Knowledge of the Public Finance Management Act and other Government acts, policies and prescripts (National Development Plan, NTSS etc.), policy formulation and implementation, Strategic and Analytic Thinking and Conceptual Problem solving, Programme and Project Management, Leadership and Management, Communication skills, Financial Management skills, Asset Management skills, Stakeholder management skills, and High level of Computer Literacy. Possession of a valid driver's licence and willingness to travel extensively. One of the minimum entry requirements for SMS is the <u>pre-entry certificate</u> . For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/
<u>DUTIES</u>	:	Reporting to the Chief Director: Tourism Enhancement, the successful candidate will be responsible for the following key functions: Provide strategic direction which is aligned to the departments strategic objectives; Manage and coordinate the integration of tourism with other related sectors (including transport and creative industries) for the integration of tourism to ensure benefit and impact for the sector; Provide policy and strategy alignment of the departments priorities with those of the stakeholder; Manage the facilitation of synergy in departmental programmes and those of stakeholders; Establish effective collaboration and partnerships with stakeholders; Manage and monitor the implementation of the strategic and business plans; Oversee the development of operational plans; Prepare budgets that are aligned to strategic and departmental objectives; Ensure effective implementation of budgets by monitoring, projecting and reporting on expenditure; Coordinate memorandums of understanding , service level agreements and expenditure reviews; Ensure the alignment of individual performance to the strategic business objectives; Oversee the implementation and reporting of strategic framework in the area of functional responsibility; Manage and monitor performance standards as per departmental objectives; Effectively execute any Human Resource related responsibilities.
<u>ENQUIRIES NOTE</u>		Dr T Manetsi Tel No: (012) 444 6557 All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to African Female and Coloured Female Candidates.
<u>POST 16/28</u>	:	<u>DIRECTOR: BILATERAL RELATIONS AND COOPERATION REF NO: DT09/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A SAQA recognised B-degree (NQF7) in Political Science/Economics/Tourism Management or related equivalent qualification and minimum 5 years' relevant experience in a middle Management position. Knowledge and understanding: International relations and politics; Tourism management; Tourism legislation and policies; Diplomatic Protocols; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences; PFMA; South African

Government policies, objectives and strategies. Skills required: Strategic Management; Strategic Planning; Cross-cultural management; Client orientation; Problem solving; Good communication; Excellent negotiation; Project and financial management; People Management; Stakeholder management; Policy Development. Possession of a valid driver's license and willingness to travel extensively. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Reporting to the Chief Director: International Relations and Cooperation, the successful candidate will be responsible for the following key functions: Drive South Africa's national priorities through bilateral relations and cooperation with prioritised countries on Tourism; Negotiate and implement international tourism agreements with prioritised countries; Stakeholder engagement to identify and resolve international tourism related barriers; Provide advice and support for engagements at bilateral forums; Facilitate capacity building initiatives as a contribution to regional integration; Develop tourism through strategic interventions and the formation of partnerships.

ENQUIRIES : Ms N Moolla Tel No: (012) 444 6528

NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Requirements Preference will be given to African Female and Coloured Female Candidates.

POST 16/29 : **DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: DT10/2020**

SALARY : R1 057 326 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 B-degree (NQF7) or equivalent qualification. Minimum of 3 to 5 years' working experience at Middle Management. Knowledge and understanding of engagement at a community level, local government level. A thorough understanding and experience of high level stakeholder management and its various dynamics. Knowledge of strategic planning. Knowledge of government planning and reporting. Knowledge of the Framework for Strategic Plans. Knowledge of the Government Wide Monitoring and Evaluation Framework. Understanding contract management and change management. Financial management skills. Good interpersonal skills. Excellent written and verbal communication skills. Conflict management skills. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : The successful candidate will be reporting to the Director-General and will be responsible for the following key functions; Managing intergovernmental relations; Ensuring that strategic issues are deliberated at national and private forums; Identifying and proposing areas for government intervention, norms and standards, guidelines and codes of practice; Establishing, convening and maintaining institutional arrangements for engagements with relevant stakeholders at National Level; Tracking and developing a schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation by the Department; Overseeing the establishment of partnerships and linkages with relevant sector Departments, private sector and other relevant Agencies; Identifying and proposing national tourism stakeholder engagement platforms to address pertinent issues with an impact on tourism; Managing the development and implementation of the department's stakeholder relations management strategy for the public and private sectors; Managing the development of a comprehensive and reliable stakeholder contact management system in the Department; Overseeing the development and maintenance of a stakeholder database for the Department; Managing the development and periodic review of the stakeholder engagement framework; Monitoring the provision of internal support to various components to effectively consult and engage on relevant projects.

ENQUIRIES : Mr P Tshabane Tel No: (012) 444 6195
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be subjected to a 2 days' competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Requirements: Preference will be given to African Female and Coloured Female Candidates.

OTHER POSTS

POST 16/30 : **DEPUTY DIRECTOR: PROGRAMME PLANNING AND IMPLEMENTATION**
REF NO: DT 15/2020

SALARY : R869 007 per annum (Level 12) (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 recognised three-year Degree in Tourism Management/ relevant qualification and NQF level 6/above in Project Management. At least 4-5 years' experience in the field of project management environment, coupled with tourism and knowledge and experience. Knowledge and Experience of Expanded Public Works (EPWP) will be an added advantage. (Valid driver's license: willingness to travel extensively and work flexible hours). Requisite skills: Project management, stakeholder management, financial management, contract management, research and analytical skills, sound planning and organising skill, human resource management, strategic management, client orientation and customer focus, report writing, computer literacy (MS word, excel, power point etc.), information presentation. Key competencies: Knowledge and understanding of Public Service Acts, departmental procedures and prescripts, Skills Development Act, Public Finance Management Act (PFMA), Project management. Relevant knowledge and understanding of contract management, assessments and moderation of training programmes in line with CATHSSETA framework.

DUTIES : Manage Community participation in project planning according to sector priority: foster good relations and conduct engagement sessions with critical stakeholders; identify and prioritise needs; develop project proposal / plan on consensus facilitated; manage a selection criteria for training providers , Conduct needs analysis to identify and address skills gaps: Identify the existing skills gaps, conduct research training interventions to keep abreast of developments that may affect the socio-economic imperatives in response to national priorities, Manage the implementation of training projects to improve sector performance; determine training objectives of each programme, manage selection criteria for training participants, Manage the performance of implementing agents/ training providers and enforce compliance in accordance with the governing prescripts, manage project finance in accordance with approved business plans, conduct due diligence, project monitoring and submit reports on the outcomes within the required reporting timelines, monitor project deliverables including risk management, manage the coordination and progress reporting of project advisory committee meetings, attend to project queries, manage the database of all training beneficiaries, ensure that closing reports are submitted, Develop quality reports to strategically advise management on projects implemented in line with the departmental mandate, manage submission of accurate, valid, authentic and reliable project information to avoid audit queries in line departmental reporting standards. Support the Director to manage the Directorate's budget. Supervise and manage staff in the unit.

ENQUIRIES : Ms P Molokoza Tel No: (012) 444 6636
NOTE : EE Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/31 : **DEPUTY DIRECTOR: KNOWLEDGE SYSTEMS IDENTIFICATION AND**
SUPPORT REF NO: (DT 03/2020)

SALARY : R869 007 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund

CENTRE REQUIREMENTS

and a flexible portion that may be structured according to personal needs within a framework)

: Pretoria
: A recognised Bachelor's Degree/National Diploma (NQF6) in Computer Science/ Information Management or a related field. At least 3-5 years' relevant experience in the field of software development and knowledge/ information management. Experience in software development (C#, net, MS Sharepoint), mobile application development (Xamarin), Data Analytics (Big Data, Business Intelligence) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and management are essential. Working knowledge of Geographical Information Systems (GIS), web technology and mobile technology. Experience in project management, stakeholder engagement, information dissemination and interpretation of knowledge management frameworks and strategies. Knowledge of tourism and other relevant policies such as the Public Finance Management Act. Ability to interpret policies, strategies and legislation. Good communication skills. Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. A valid driver's license. Willingness to travel.

DUTIES

: The successful candidate will be responsible for ensuring information is always up to date and accurate on the central information repository; Conducting analysis to implement systems using work standards and best practices; Facilitating content rewriting and uploading; Facilitating updates of tourism knowledge portal modules for different sub-sectors including information sourcing, quality assurance and capturing of information; Developing new tourism knowledge portal pages; Conducting assessments for improved design and re-engineering of knowledge systems; Implementing strategies for updates, maintenance and management of knowledge systems; Maintaining and quality assuring the national tourism database and other related databases; Identifying and developing knowledge management databases and systems; Distributing information through different communication channels; Implementing content and communication strategies on tourism sector information needs for the tourism portals; Interfacing with stakeholder relations management units to align knowledge management activities to other departmental initiatives; Collating, organising and hosting tourism information for presentation on various platforms; Implementing search engines and performance optimisation on knowledge platforms; Coordinating the development and maintenance of knowledge management systems; Monitoring and analysing performance of knowledge systems; Managing the development of knowledge information dissemination techniques; Developing knowledge systems frameworks and reports for planning and decision making; Developing concepts for the design of systems for knowledge management; Perform administrative tasks and support the directorate in achieving its plans.

ENQUIRIES NOTE

: Mr T Mothoagae Tel No: (012) 444 6383
: EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/32

: **DEPUTY DIRECTOR: ENTITY OVERSIGHT REF NO: (DT 13/2020)**

SALARY

: R733 257 per annum (Level 11) (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 REQUIREMENTS

: Pretoria
: A SAQA recognised three-year B-degree (NQF7) / National Diploma (NQF6) qualification. Minimum of 3 years' relevant experience at Assistant Director Level within the public service and preferably in an entity oversight environment. Practical exposure to corporate governance processes and government planning and reporting mechanisms. Drivers' license. Knowledge and understanding: Applicable legislations and prescripts governing public entity oversight; Protocols on Corporate Governance; PFMA; Treasury Regulations; Framework for Strategic Plans and Annual Performance Plans 2010; Framework for Managing Programme Performance Management 2007; King Report and Code of Corporate Governance; Parliamentary tabling legislations and processes; M&E processes; Planning guideline and cycles. Skills required: Proven minute taking and report writing; Interpersonal and

- Stakeholder liaison; Organisational, coordination and planning; decision making; supervisory. Ability to work independently under constant pressure in a strict deadline driven environment in a meticulous manner; Willingness to travel and work irregular hours.
- DUTIES** : Reporting to the responsibility manager, the successful candidate will be responsible for the following key functions: Provide Public Entity's governance and regulatory compliance framework shareholder oversight support; Coordinate the appointment of members of the public entity's board; Facilitate the evaluation of the strategic and annual plans, budgets and mandatory performance reports; Coordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports including general parliamentary support; Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board.
- ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195
- NOTE** : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.
- POST 16/33** : **DEPUTY DIRECTOR: PLANNING AND STRATEGY REF NO: DT 04/2020**
- 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 three-year Degree/National Diploma (NQF Level 6) in Social Science/Business Administration/Public Administration. A minimum of 3-5 years' working experience in strategic and business planning. Knowledge of Government Planning (legislation and cycle). Knowledge of the Framework for Strategic Plans and Annual Performance Plans. Understanding of the country's developmental agenda. Knowledge of policy development, analysis and implementation. Knowledge of Treasury Regulations of 2005 as amended. Knowledge of the Policy Framework for Government-Wide Monitoring and Evaluation System. Good communication skills (verbal and written). Project Management skills. Ability to develop and apply policies. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to work individually and in a team. Ability to work under pressure. Attention to details.
- DUTIES** : The successful candidate will be responsible for researching and reviewing organisational performance management guidelines; Continuous communication and consultation with stakeholders; Preparing presentations on planning matters for discussions and information sharing; Preparing documents for branch planning sessions including guidelines, presentations and templates. Attending branch planning sessions as per invitations; Providing advisory services during planning sessions; Coordinating and facilitating development of the strategic plan and the annual performance plan; Quality assure and comply with National Treasury and DPSA requirements; Reviewing departmental Makgotla framework; Facilitating the approval of the departmental Makgotla framework; Consolidating branch business plans into the Departmental business plan; Quality assuring the Departmental business plan; Analysing the alignment of the Departmental business plan with the strategic plan and the annual performance plan; Coordinating and facilitating approval of the departmental business plan; Providing support with the compilation of performance agreements for DDG's; Compiling DG's performance agreements; Aligning DG and DDG's performance agreements to the strategic plan and the annual performance plan; Coordinating and facilitating approval and signing of DG's and DDG's performance plans; Receiving Adjusted Estimates for National Expenditure (AENE) Guidelines and understanding the requirements; Coordinating and facilitating the development of AENE; Analysing the alignment of the ENE with the strategic plan and the annual performance plan; Coordinating and facilitating development of draft ENE chapters and facilitating approval of the chapters; Developing an annual calendar for the sub-directorate; Performing other ad hoc related duties as may be assigned by the Director: Strategy Management, Monitoring and Evaluation.
- ENQUIRIES** : Mr I Rabotapi Tel No: (012) 444 6734/ 071 407 5892
- NOTE** : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/34 : **DEPUTY DIRECTOR: CLAIMS- CAPITAL INCENTIVES REF NO: DT 14/2020**

Re-advertisement, persons who previously applied should re-apply

SALARY : R733 257 per annum (Level 11) (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 REQUIREMENTS : Pretoria
: An appropriate recognized (NQF6) qualification in Finance/Economics/ Commerce/ law or related field. 3-5 years' working experience in a relevant environment such as financial support, incentive programmes, enterprise development or contract management. Key Requirements: Experience in drafting financial support/incentive programme guidelines. Experience in project management, contract management, people management and empowerment, financial management, report writing and stakeholder management. Experience in developing, reviewing and managing of administrative processes for financial support/incentive programmes. Analytical skills, communications skills (verbal and written), research skills, presentation skills, knowledge and information skills, conflict management, problem solving skills, contract management 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: Reviewing proposals or concept documents; Ensuring alignment of financial support/ incentive programmes to the department's policies; Drafting guidelines for new and revised financial support/ 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 and reviewing contracts for the implementation of programmes by external service providers; Managing the implementation of programmes by external service providers; Developing project plans to manage current, and introduce new financial support/ incentive programmes; Identifying relevant stakeholders and convene project teams; Developing performance indicators and managing the process of developing financial support/ incentive programmes; Reporting on implementation progress and ensuring that milestones are achieved; Managing and reviewing administration processes for programmes to ensure implementation is in line with the requirements and provisions of the guidelines; Reporting on performance 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 programmes; Overseeing the financial management of financial support/ incentive programmes including monitoring and reporting on budgets and expenditure; Monitoring the development and maintenance of a stakeholder database; Liaising with key stakeholders relating to the development and implementation of financial support/ incentive programmes; Developing and implementing a marketing plan for programmes; Marketing financial support/ incentive programmes of the Department to relevant stakeholders; Ensuring that minutes and reports are developed for all meetings and actions are followed up; Overseeing the filing system for the relevant programmes.

ENQUIRIES NOTE : Mr Cassim Nakkooda Tel No: (012) 444 6582
: EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/35 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: (DT 18/2020)**

SALARY : R733 257 per annum (Level 11) (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 REQUIREMENTS : Pretoria
: An appropriate recognized Degree/National Diploma (NQF6) in Financial Management/ Accounting or Economic Sciences. A minimum of 5 years' work experience in the appropriate field and in a supervisory role. Knowledge of the

Public Finance Management Act (PFMA), National Treasury Regulations, Modified Cash Standards (MCS), Accounting Manual for Departments (AMD) and Financial Management. Knowledge of the other Public Service procedures and prescripts applicable to your area of work. Ability to interpret and apply financial policies. Computer literacy (Microsoft Excel and Word). Sound organising and planning skills. Good communication skills (written and verbal). Knowledge of BAS, Safety Web, LOGIS and PERSAL systems. Strong ability to manage a diverse group of individuals.

DUTIES : Manage the financial accounting and bookkeeping functions. Compile the Annual and Interim Financial Statements. Assist with coordination of audit activities including responses to audit queries, audit requests and audit findings. Maintain the ledger accounts including the management, reconciliation and clearing of all suspense accounts. Responsible for the reconciliation and management of the Department's bank accounts, including the PMG account. Cash flow management and reporting. Perform the month-end and year-end closure processes and reporting requirements. Manage the entity maintenance function. Manage the maintenance of financial batches. Manage the safekeeping of reserve stock of face value forms. Perform the PERSAL system controller and assistant BAS system controller duties. Assist with public entity oversight in respect of financial matters. Manage processes related to donor funding, and giving and receiving of gifts and sponsorships. Manage and supervise staff in the sub-directorate, which includes performance management and development in accordance with the approved PMDS system. Training and skilling of staff. Assist in developing, implementing, monitoring and reviewing departmental accounting policies, procedures and processes relating to your area of responsibility.

ENQUIRIES NOTE : Mr M Maharaj Tel No: (012) 444-6238
 : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/36 : **ASSISTANT DIRECTOR: SPATIAL MAPPING & DATABASE MANAGEMENT REF NO: (DT 12/2020)**

SALARY CENTRE REQUIREMENTS : R470 040 per annum (Level 10) excluding service benefits
 : Pretoria
 : A SAQA recognised Bachelor of Science Degree in GIS/ Informatics/ Computer Science or related studies. 2-3 years' work experience in Tourism planning/ policy/development. Good knowledge of GIS, Information Management and IT. Knowledge and skills in geographical information systems. Ability to formulate sound policies through analytical and innovative thinking. Good computer literacy and use of standard packages within the GIS and database environment. High proficiency in developing databases (Ms Access/Ms Excel/SQL) and managing geographic information systems. Certificates in GIS and database development and management courses will be an added advantage. Good stakeholder engagement, interpersonal and personal skills. Candidates will be expected to meet Occupational Specific Dispensation (OSD) requirements.

DUTIES : The successful candidate will be responsible to assist in developing and maintaining spatial mapping integrated systems and services; Establish operating policies and approaches for computing and information technology; Review contracts for computing and information technology services and equipment; Analyse, recommend and design GIS components and solutions to integrate with the larger, complex department-wide internal/external facing enterprise GIS environment; Retrieve and maintain large quantities of data; Support all database systems; Coordinate the development to production workflows; Create the tourism infrastructure system to support and guide the department in computing and information technology efforts. Actively participate in, and support various projects, including the mapping of the department's district development model.

ENQUIRIES NOTE : Dr N Sefoko Tel No: (012) 444 6363
 : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/37 : **ASSISTANT DIRECTOR: BILATERAL RELATIONS AND COOPERATION REF NO: (DT 19/2020)**

SALARY : R470 040 per annum (Level 10) excluding service benefits.

- CENTRE REQUIREMENTS** : Pretoria
 : A SAQA recognised three-year B-degree (NQF7)/National Diploma (NQF6) in International Relations/ Economics/ Tourism or related field. Minimum of 2 years' relevant experience. Knowledge and understanding: International relations and politics; Tourism management; Tourism legislation and policies; Diplomatic Protocols; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences; South African Government policies, objectives and strategies. Skills required: Client orientation; Problem solving; Good communication; Project and financial management; People Management. Stakeholder management; A valid driver's license and willingness to travel.
- DUTIES** : Reporting to the Deputy Director, the successful candidate will be responsible for the following key functions: Participate in identifying and directing national priorities through bilateral relations with priority countries; Assist in the implementation of international tourism agreements with priority countries; Facilitate the stakeholder engagements to identify and resolve international tourism related barriers; Provide inputs at the bilateral forums; Assist in facilitation of capacity building initiatives as a contribution to regional integration; Support strategic interventions and the formation of partnerships for tourism development and growth.
- ENQUIRIES** : Ms N Moolla Tel No: (012) 444 6528
NOTE : EE: Requirements Preference will be given to African Male, Coloured Male and White Male Candidates.
- POST 16/38** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS REF NO: (DT20/2020)**
 Re-advertisement, persons who previously applied should re-apply.
- SALARY** : R470 040 per annum (Level 10) excluding service benefits.
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three-year Degree/ National Diploma or equivalent qualification (NQF6) in Statistics/ Economics or related field. 3-5 years' experience in data analytics 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 tourism related data. Assist with the analysis of tourism trends and patterns as well as report writing. Use statistical and data analysis programmes to analyse quantitative and qualitative data and information. Assist with the identification of tourism data sources and verify the quality of data. Conduct consistent checks to ensure data integrity and accuracy. Facilitate access to tourism statistics and information produced by the Directorate. Assist in identifying 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 for the Directorate. Perform administrative tasks and support the directorate in achieving its plans.
- ENQUIRIES** : Ms L Machitje Tel No: (012) 444 6317
- POST 16/39** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: (DT16/2020)**
- 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 Supply Chain Management. A minimum of 4 years' work experience in appropriate field of Supply Chain Management. Supervisory experience. Knowledge of asset policies. Knowledge of government policies and procedures. Knowledge of departmental policies and legislations. Good communication and interpersonal skills. Good computer literacy and use of standard packages. Good negotiation skills. Good verbal and written communication skills. A valid driver's license. Knowledge or experience in accounting will be an added advantage.
- DUTIES** : The successful candidate will be responsible to Maintain the asset register; Verify monthly updating of personnel inventories; Authorise losses on the system (BAAT); Coordinate and conduct annual asset verifications and

updating of LOGIS system; Authorise corrections on asset register; Dispose redundant/obsolete furniture and equipment; Make logistical arrangements for meetings as and when necessary; Authorise disposals on the system; Check and verify thefts and losses; Draft submissions for write offs; Manage transfers and movements of assets; Ensure that assets are correctly located; Ensure correct and accurate capturing of receipts and barcodes; Ensure that movements are captured timeously on the system; Ensure that proper transfer of assets is followed.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 16/40 : **DOMESTIC TOURISM FACILITATION OFFICER REF NO: (DT 05/2020)**

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

REQUIREMENTS : A recognised Bachelor's Degree/National Diploma (NQF6) in Tourism Management or Social Studies. 2-3 years' working experience in a related field. Knowledge of the domestic tourism environment. Understanding of Social Tourism as a tourism concept. Knowledge of project management/ event management. Strong networking and stakeholder management. Knowledge of public sector governance instruments. Knowledge of supply chain/ procurement policies. Knowledge of inter-governmental relations. Knowledge of strategic partners in social tourism. Ability to do desktop research. Good communication skills.

DUTIES : The successful candidate will be responsible for coordinating the alignment of domestic tourism strategies and tourism sectoral strategies; Assisting in identifying the implementation mechanisms of tourism sector strategies; Developing progress reports on the implementation of tourism strategies; Conducting and facilitating impact assessment workshops; Contributing to the implementation of Domestic Tourism Growth Strategy to track and advice on the implications; Facilitating continuous reporting on the progress of the Social Tourism Growth Programme; Participating in the implementation of the department's stakeholder relations management strategy for the public and private sectors; Facilitating the development of a comprehensive and reliable stakeholder contact management system for the department; Conducting stakeholder engagements; Facilitating the development and maintenance of a stakeholder database for the department; Participating in the identification of relevant sector departments for collaboration in support of social tourism; Facilitating the schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation of identified partners; Contributing to the drafting of a stakeholder consultation framework with regard to Social tourism development interventions; Conducting the dissemination of tourism information to the public including the relevant policies and regulatory frameworks; Updating of tourism information database to validate the information provided to the general public; Follow up on the requests for information to ensure satisfactory responses; Arranging and providing secretariat support for management and other meetings in the branch; Compiling and submitting minutes and agenda; Ensuring the implementation of decisions; Reporting on the progress of implementation and/or projects.

ENQUIRIES : Mr T Sibeko Tel No: (012) 444 6477
NOTE : EE: Requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 16/41 : **CHIEF REGISTRY CLERK REF NO: DT 02/2020)**

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

REQUIREMENTS : Grade 12 (Matric)/ a SAQA recognised National Diploma or an equivalent qualification. At least 3-5 years' working experience in Registry. A certificate in Records Management offered by National Archives. Knowledge of registry duties, mailing, courier services as well as the ability to capture data and operate a computer. Knowledge of filing of documents, storage and retrieval procedures in terms of the working environment. Working knowledge and understanding of legislative framework governing the Registry work such as NARS Act, Public Service Act, etc. Ability to interpret and apply policies,

- directives and relevant prescripts. Understanding of the work in Registry. Good verbal and writing skills. Good leadership skills.
- DUTIES** : The successful candidate will be responsible for supervising the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; supervising the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; Supervising the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents; Providing supervisory duties to Registry Clerks, assessing staff performance and applying discipline.
- ENQUIRIES** : Mr M Tihako Tel No: (012) 444 6096
- NOTE** : EE: Requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.
- POST 16/42** : **PERSONAL ASSISTANT: DDG DESTINATION DEVELOPMENT REF NO: (DT 11/2020)**
- SALARY** : R257 508 per annum (Level 07) excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised Bachelor's Degree/National Diploma (NQF6). 3-5 years' working experience.
- DUTIES** : The successful candidate will be responsible to manage the diary and efficiently run the office daily; Prepare and maintain year plan and calendar; Provide secretarial/receptionist support services to the senior manager; Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the calls should be forwarded; Perform advanced typing work; Utilise discretion to decide whether to accept/decline or refer to other employees' request for meetings, based on the assessed importance and urgency of the matter; Render administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensure safekeeping of all documentations in the office of the manager in line with the relevant legislations and policies; Scrutinize routine submissions/reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Draft documents as and when required; Filing of documents for the manager and unit as and when required; Manage leave register for the unit; Coordinate logistical arrangements for meetings as and when required; Make bookings of flights, accommodations and car rental as per departmental policy and procedures for manager; Support the manager with the administration of the budget; Manage telephone accounts for the unit; Handle the procurement of standard items for the activities of the manager and the unit like stationery, refreshments etc.
- ENQUIRIES** : Ms S Chettiar Tel No: (012) 444 6349
- NOTE** : EE: Requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.
- POST 16/43** : **ADMINISTRATIVE ASSISTANT: FINANCIAL MANAGEMENT REF NO: (DT17/2020)**
- SALARY** : R208 584 per annum (Level 06) excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent other training course/qualifications. 0-1 year working experience.

DUTIES

: The successful candidate will be responsible for calendar management in the Chief Directorate; Arrange directorate's meetings, workshops, catering, conferences and departmental entertainment; Administer safekeeping of goods delivered and received; Receiving clients from reception area and direct them to the relevant boardroom, venue or office; Make flight bookings, accommodation and car rental as per departmental policy and procedures; Binding of documents for management meetings; Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering documents and disseminate to the relevant officials; Keep and maintain leave records, asset register, procurement of assets/equipment; Compile quarterly delegation report on all approval done by Directors; Manage printer contracts; Process S&T, cellphone and other claims and submit for approval and forward to finance for payment; Manage petty cash according to policy and procedures; Ensure safekeeping of information, documents, order forms, invoices; Adhere to the record management policy and procedure; Filing of all documents according to the departmental file plan and central filing system.

ENQUIRIES

: Mr M Maharaj Tel No: (012) 444 6238

NOTE

: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.