

**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](mailto:recruitment@tourism.gov.za) (Maximum size of 5 MB)
- CLOSING DATE** : 30 July by 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 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.

**MANAGEMENT ECHELON**

- POST 25/98** : **CHIEF DIRECTOR: TOURISM ENHANCEMENT REF NO: DT11/2021**
- SALARY** : R1 251 183 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills, minimum 5 years' experience in a Senior Management position. Ability to interact with stakeholders at all levels; programme, project and contract management experience, policy formulation and implementation experience; a holistic understanding of the tourism economy; experience in product, infrastructure, route and experience development. Knowledge of the Public Finance Management Act and other Government Acts, policies and prescripts, labour laws. Skills in Strategic and Analytical Thinking and Conceptual Problem Solving, Leadership and Management, Communication, Financial Management. High level of Computer Literacy and possession of a valid driver's licence 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/>. Thus successful candidate will be required to complete such prior to any appointment.
- DUTIES** : Reporting to the Deputy Director-General: Destination Development, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate, provide for the development and enhancement of tourism infrastructure, routes and experiences, facilitate maintenance and enhancement of tourism products of in particular State Owned assets, facilitate integration of tourism with other sectors including creative industries, environment, national and world heritage sites.
- ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
- 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 may 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.

- POST 25/99** : **CHIEF FINANCIAL OFFICER REF NO: DT12/2021**
- SALARY** : R1 251 183 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.
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) in Accounting or equivalent qualification plus financial management and supply chain management minimum 5 years' experience in a Senior Management position. Professional association membership will be an added advantage Candidates must also have people management, 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, BAS, LOGIS, PERSAL, Vulindlela. Computer Literacy including advanced MS Excel. Possession of a valid driver's licence 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/>. Thus successful candidate will be required to complete such prior to appointment confirmation.
- DUTIES** : Reporting to the Director-General, the successful candidate will be responsible for the following key functions: Manage the financial resources of the department. Ensure control of department expenditure. Manage the departments financial controls, bookkeeping and Public Entity Management. Ensure effective demand, acquisition, and contract management. Management procurement from BBBEE enterprises. Maintain appropriate financial systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee effective integrated financial services and supply chain management systems within the department in accordance with the PFMA, Treasury Regulations & Relevant prescripts. Provide strategic and technical support to the Accounting Officer and Branch Managers. Oversee and lead the provision of travel and transport services and ensuring the optimal utilization of fixed and moveable assets. Facilitate the implementation of national norms and standards were applicable. Liaise with relevant role-players in the financial environment regarding transversal financial matters.
- ENQUIRIES** : Mr P Tshabane Tel No: (012) 444 6195 / Mr T Koena Tel No: (012) 444 6154
- 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 may 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. Employment Equity: Suitably qualifying African Female or Coloured Female candidate will be appointed.