

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** : 26 April 2022 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.

OTHER POSTS

- POST 13/82** : **DEPUTY DIRECTOR: INVESTMENT FACILITATION REF NO: DT02/2022**
- SALARY** : R882 042 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 three-year degree (NQF7)/ National diploma (NQF6) with Development Studies/ Economics/Finance & Investment, International Relations. A post-graduate qualification in the aforementioned fields will be an added advantage. Work experience: 3-5 years' relevant work experience in investment promotion and facilitation, trade promotion/economic diplomacy or related fields. Competencies: A good understanding of government's key economic development frameworks. Keen knowledge and understanding (practical) of investment promotion and facilitation issues/practices. Excellent online research; written and verbal communication skills, including report writing, critical analysis & synthesis and compilation of presentations and verbal presentation. Critical thinking and problem solving skills. Use of computer software packages including, MS Office Suite.
- DUTIES** : The successful candidate will be responsible for managing the compilation and updating of a pipeline of tourism investment projects; providing technical support to provinces and project owners on tourism project preparation; assessment of projects and providing feedback to both public and private sector led projects; identification of best practices in project preparation & capacity building for provinces and municipalities in this regard; facilitating the unblocking of barriers to the implementation of investment projects; coordinating investment promotion; liaison with investment one-stop-shops at national and provincial levels; assisting prospective investors in fulfilling compliance requirements with relevant related legislation/regulations, e.g. SPLUMA; matching investors with opportunities; managing site visits for investors; facilitating, participating and reporting on investment promotion events; managing the development of a database for key investors in the South African tourism sector; managing relationships with key investors; benchmarking local projects against international competition. Duties might include other related tasks as assigned.
- ENQUIRIES** : Dr K.S. Hlela, e-mail: khlela@tourism.gov.za or Tel No: 012 444 6469

<u>NOTE</u>	:	EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>POST 13/83</u>	:	<u>BRANCH COORDINATOR: DESTINATION DEVELOPMENT REF NO: DT01/2022</u>
<u>SALARY</u>	:	R744 255 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)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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: Analytical thinking, Conceptual Problem Solving, 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.
<u>DUTIES</u>	:	The successful candidate will be responsible for co-ordinating and quality assurance of all Branch information which includes 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.
<u>ENQUIRIES</u>	:	T Koena Tel No: 012 444 6154
<u>NOTE</u>	:	EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>POST 13/84</u>	:	<u>ASSISTANT DIRECTOR: SPATIAL MAPPING & DATABASE MANAGEMENT REF NO: DT 03/2022</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised Bachelor of Science Degree in Informatics/Computer Science or equivalent, with a specialisation in database application development. Knowledge and experience in GIS applications and Visual Basic for Applications (VBA) will be an added advantage. 2-3 Years' work experience in database application development and management. A combination with spatial mapping/GIS will be an added advantage. Critical/analytical and problem solving. Good general computer literacy – graphics software knowledge will be an added advantage. Good written and oral communications and stakeholder engagement skills.
<u>DUTIES</u>	:	The successful candidate will be responsible to assist in developing and maintaining database systems for spatial mapping services; Analyse, recommend and design spatial mapping and planning database systems and

solutions to integrate with the larger, complex department-wide and internal/external facing enterprise spatial planning environment; Collect & collate, analyse and maintain large quantities of data; Create a tourism infrastructure system to support and guide the department in computing and information technology efforts. Provide quality assurance of all tourism spatial databases. Provide support & advice to provinces and municipalities on spatial mapping outputs/services. Actively participate in and support various projects, including the mapping of the department's district development model.

ENQUIRIES : Ms L Mahlangu Tel No: (012) 444 6362
NOTE : EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 13/85 : **ASSISTANT DIRECTOR: EXPERIENCE AND ROUTE DEVELOPMENT REF NO: DT04/2022**

SALARY : R477 090 per annum (Level 10), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised 3-year qualification (NQF 6) in Tourism, Development Economics or related studies. 3-5 years' management experience in Tourism related management. Knowledge and understanding of South Africa, regions and the continent. Knowledge of South Africa's domestic and international policies in relation to tourism. Computer literacy (Ms Office packages). Basic Project Management skills. Good stakeholder engagement. Good interpersonal and personal skills.

DUTIES : The successful candidate will be responsible for doing an audit of all tourism routes in the country including cross border initiatives; setting up initial engagements with industry operators on initiatives; facilitating trade relations/networking between operators and travel trade; coordinating intergovernmental and cross border relations engagements on route development initiatives; identifying initiatives that can enhance the tourism experiences; drafting motivations to solicit support from management; designing product development and enhancement initiatives in partnership with industry operators; developing a route support and incentive framework that embraces government strategic objectives; designing policy, forms and processes for supporting route initiatives; conducting baseline research on niche markets; identifying niche markets aligned to national tourism strategic objectives; starting initial engagement with relevant partners to support the development of such a market; supporting in the management of partnerships for experience and route development, program and project management. Writing of reports.

ENQUIRIES : Ms F Mbam Tel No: (012) 444 6419
NOTE : EE: Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

POST 13/86 : **ADMINISTRATIVE ASSISTANT: DESTINATION DEVELOPMENT REF NO: DT05/2022**

SALARY : R211 713 per annum (Level 06), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent other training course/qualifications. 0-1 year working experience. Good working knowledge of Microsoft Office Suite (MS Word, MS Powerpoint & basics of MS Excel); critical thinking/problem solving skills; ability to take initiative as/when required, strong verbal and written communication skills; comfortable with routinely shifting demands; high degree of attention to detail; data entry experience; Working knowledge of general office equipment.

DUTIES : The successful candidate will be responsible for diary management in the 3 Directorates; logistical arrangements and secretariat services to 3 Directorates' meetings; administering and safekeeping of goods delivered and received; handling visitors to the Department; travel arrangements; document registration and dissemination; filing & record keeping for the Directorates; assist in compiling and processing of staff claims; manage petty cash.

ENQUIRIES : T Koena Tel No: (012) 444 6154
NOTE : EE: Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.