

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** : 30 September 2022 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 applicants 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 pre-employment 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 35/147** : **DIRECTOR: PROVINCIAL AND LOCAL GOVERNMENT CO-ORDINATION**
REF NO: DT36/2022
- SALARY** : R1 073 187 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 5 years' experience in a middle Management position in the field of local government. Knowledge and experience of engagement at a community level, local government level and provincial level. Required knowledge: Local government legislation and planning, Tourism Stakeholders and bodies, Intergovernmental relations, NDP and NTSS, Strategic planning. Required skills: Strategy development and analysis, Project implementation, evaluation and reporting, Stakeholder engagement, IGR relation management, Coordination, Change management, Negotiation. Communication, Financial Management skills. Good interpersonal, Excellent written and verbal communication and 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 Chief Director: Tourism Visitor Services and will be responsible for the following key functions; Co-ordinate and manage intergovernmental and inter departmental relations and tourism; Co-ordinate and manage all local government programmes of the department; Establish, convene and maintain institutional arrangements for engagement with relevant stakeholders in the local government sector; Develop and implement a programme for capacity building for local government practitioners; Identify and propose areas for government interventions, norms and standards, guidelines, codes of practice, international best practice and regulations for intergovernmental and interdepartmental consideration and implementation; Facilitate and manage all monitoring, analysis and reporting activities for local government.
- ENQUIRIES** : Ms E Mathopa Tel No: (012) 444 6426

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 Requirement: Preference will be given to African Female, Coloured Female and White Female Candidates.

OTHER POSTS

POST 35/148 : **DEPUTY DIRECTOR: PROGRAMME PLANNING AND IMPLEMENTATION REF NO: DT37/2022**

SALARY : R822 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 the MMS dispensation)

CENTRE REQUIREMENTS : Pretoria
A SAQA recognised NQF 6 qualification in Social Sciences or related fields. Minimum of three years working experience in a relevant field. Sound knowledge and understanding of the tourism sector and Tourism Act. Knowledge of the Human Resource Development Strategy, public service & departmental prescripts and all procedures related to Human Resource Development. Good Financial management skills. Sound knowledge and skills on policy formulation & analysis, project management, financial management, writing skills, people management and empowerment. A valid driver's licence and willingness to travel.

DUTIES : The successful candidate will be responsible for identifying, prioritising needs and priorities for community planning; managing consensus on a proposal/plan; monitoring progress on the community plan; conducting community engagement action plan to raise levels and quality of participation; identifying and prioritising of critical stakeholders; identifying the existing skills gaps with relevant stakeholders; determining training objectives of each programme; managing a selection criteria for course participants; implementing training programmes to improve performance of the sector; incorporating sector training needs into CATHSSETA Memorandum of Understanding; developing training evaluation tools; identifying training interventions based on the outcomes of the skills audit; conceptualising and scoping of Human Resource Development interventions; costing proposal for roll-out plan of interventions; consulting relevant stakeholders to identify skills gaps that could be addressed through foreign training opportunities; managing project proposals; managing criteria for educators that would provide training.

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 35/149 : **BRANCH COORDINATOR: TOURISM SECTOR SUPPORT SERVICES REF NO: DT39/2022**

SALARY : 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)

CENTRE REQUIREMENTS : Pretoria
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. Sound knowledge of strategic planning, programme management, project management, budget and expenditure management, service delivery innovation. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communication (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. A valid driver's licence will be an added advantage and incumbent should be willing to travel.

DUTIES

: The successful candidate will be responsible for co-ordinating and quality assurance of all Branch information which including consolidating budget inputs; monitoring the branch budget to detect over/under expenditure; reporting instances of deficit/excess expenditure during estimate of national expenditure; managing assets of the Branch in terms Supply Chain Management policies; provisioning of administration and human resources support; 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 the Electric Document Management System (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; 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 and quality control 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 communication to the branch by Ministry, DG's office and other branches and ensuring that responses are provided within specified times.

ENQUIRIES

: Ms M Setwaba

NOTE

: EE Requirement: Preference will be given to African Male, Coloured Male and White Male Candidates.