

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** : 17 February 2023 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. 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/>

MANAGEMENT ECHELON

- POST 04/164** : **DIRECTOR: GOVERNMENT INFORMATION AND TECHNOLOGY MANAGEMENT REF NO: DT01/2023**
- SALARY** : R1 105 383 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) in Information Technology or related field; minimum of 5 years' middle/senior Management experience within an Information Communication Technology (ICT) environment. ICT experience within the public service will be an added advantage. Extensive experience in the development and implementation of ICT enabling policies, framework and plans; Thorough understanding of, and experience in WAN, LAN's, VPN's, Servers, SAN's, enterprise system architecture, methodologies, frameworks and technologies in systems development and maintenance. Required proven skills: Strategic Management & Leadership, Stakeholder Management, Programme & Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Knowledge Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and stakeholder liaison skills. Required Knowledge: Corporate Governance of Information Communication Technology Policy Framework, Information Communication Technology regulatory frameworks, Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and its Regulations. Knowledge of government planning and delivery cycle. In-depth Knowledge of Business Continuity and Disaster Recovery strategies.
- DUTIES** : Reporting to the Chief Director: Systems and Strategy the incumbent will manage the provision of ICT support (user support), maintenance of back and front end productions including network connectivity (server hardware, software maintenance) and telephone systems. Manage the provision of application support and information services inclusive of ICT acquisition, maintenance of business applications, information system and databases.

		Manage the department's Enterprise Architecture and oversee development, implementation of strategic ICT solutions on business processes to enhance system integration. Manage and provide ICT security measures on networks, services and application. Oversee ICT procurement, manage and monitor service providers in accordance with SLA's. Manage the ICT Governance landscape and ensure compliance with the ICT regulatory framework.
<u>ENQUIRIES</u>	:	Ms N Bhengu Tel No: (012) 444 6741
<u>POST 04/165</u>	:	<u>DIRECTOR: HR UTILISATION AND EMPLOYEE HEALTH AND WELLNESS REF NO: DT02/2023</u>
<u>SALARY</u>	:	R1 105 383 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 SAQA recognised B-degree (NQF7) in Human Resources Management/Development/Industrial Psychology/Social Science or related field; minimum of 5 years' middle/senior Management experience in the relevant field. Extensive experience in Employee Health and Wellness, Human Resource Development, Training, Development and Performance Management. Required proven skills: Strategic Management & Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written), Good interpersonal and mediation skills. Required Knowledge: Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge of Government Planning and Delivery Cycle. Human Resource Development Strategy, National Skills Development Strategy for South Africa, Skills Development Act, Skills Development Levies Act, Employee Health and Wellness Strategic Framework. Monitoring and Evaluation framework for the Public Service.
<u>DUTIES</u>	:	Reporting to the Chief Director: HR Management and Development the incumbent champion the implementation of the Human Resource Development Strategy, develop, manage and monitor the implementation of training and development policies, Develop, manage and monitor the implementation of Performance Management Systems. Develop, Ensure effective skills development interventions. Develop and Implement Employee Health and Wellness Strategies and Programmes. Manage and facilitate HIV and Aids, TB prevention support and treatment care programmes. Facilitate and manage health and productivity management programmes. Facilitate and promote safety health, environment, risk and quality management (SHERQ). Promote adequate utilisation of human resources through sustainable retention and effective exit management processes.
<u>ENQUIRIES</u>	:	Mr S Ngomane Tel No: (012) 444 6436
<u>NOTE</u>	:	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 Coloured and White females.