

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** : 03 April 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.

OTHER POSTS

- POST 10/134** : **ASSISTANT DIRECTOR: ADVOCACY, AWARENESS AND FACILITATION PROGRAMMES REF NO: DT 03/2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), excluding service benefits
: Pretoria
: A SAQA recognised relevant Degree or National Diploma in Tourism Management/ Social Studies. 3-5 years' working experience relevant environment. Knowledge and understanding of the tourism sector. Understanding of the SETA landscape. Knowledge of Human Resource Development and the Skills Development Act. Knowledge of the Tourism Act, Public Service and departmental procedures and prescripts related to HRD and Tourism. Programme and Project Management skills. People Management and Presentation Skills. Sound organising and planning skills. Coordination and Facilitation skills. Good communication, problem solving and writing skills.
- DUTIES** : The successful candidate will assist in creating awareness and advocacy on skills development initiatives for the tourism sector; monitoring the creation of a work- readiness programme for the unemployed in collaboration with relevant stakeholders; ensuring the establishment of relevant structures and bodies that would enhance synergy amongst the activities of role players and address pertinent issues affecting industry course; building capacity for the sector and local government communities and the promotion of tourism culture, coordinate the implementation of stakeholder engagements and enhancing awareness of the tourism industry amongst learners, students and unemployed youth; conducting education and skills training programmes targeting learners, Educators, Civil society and community representatives; Assist in the implementation of Foreign education and training awareness initiatives; Ensure that there is establishment, participation and monitoring of working groups or task teams to create synergy on the implementation of skills programmes; Implement and drive interventions that raise awareness on of the socio-economic benefits of domestic tourism; facilitating engagement sessions with industry on skills development initiatives and any other related matters; maintain strategic partnerships that supports awareness and education within the sector; assisting in the identification of relevant sector Departments for collaboration in support of Social Tourism, coordinating the participation of the partners in various stakeholder engagements platforms. monitoring and evaluating the implementation of Domestic Tourism Growth Strategy to track

and advice on the implications; coordinating continuous reporting on the progress of Social Tourism Growth Programme; identifying implementation mechanisms of tourism sector strategies; providing inputs in drafting a stakeholder consultation framework with regard to Social Tourism Development Intervention.

ENQUIRIES : Ms MP Jones Tel No: 012 444 6574
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

POST 10/135 : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS**
REF NO: DT 04/2023

SALARY : R491 403 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Bachelor's Degree or National Diploma in Public Administration, Tourism or related field. 3-5 years' working experience in a strategy/policy development environment. Knowledge of the PFMA and other relevant Acts/ legislation. Understanding of Policy and Strategy Development process. Understanding of Public Service Systems. Knowledge of project management, stakeholder management and management of human resources. Strategic leadership, planning and execution. Policy Analysis and Research. Financial Management and Communication. Good report writing skills. Problem solving and conflict resolution skills. A valid code B driver's licence.

DUTIES : The successful candidate will be responsible for analysing and sourcing tourism policy related information to inform the development and review of policy and regulatory framework; identifying misalignment between tourism policy and policies from other sectors and highlight implications to tourism; assisting in the provision of draft policy positions on other sectoral policy frameworks with impact to tourism; analysing global and national policy developments with impact on tourism; generating draft policy documents; identifying relevant stakeholders to conduct policy advocacy and ensure alignment; planning and facilitating the rolling out of policy advocacy; generating reports on policy advocacy; apply project management approach in preparations for meetings, workshops, seminars, conferences and provide secretarial services; ensuring timely preparations and consolidation and distribution of minutes and other relevant documents; engage in policy discourses. perform other administrative and secretariat tasks and duties as assigned.

ENQUIRIES : Ms S Bopape Tel No: 012 444 6304
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

POST 10/136 : **ASSISTANT DIRECTOR: STRATEGY DEVELOPMENT REF NO: DT**
05//2023

SALARY : R491 403 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised relevant three-year National Diploma/ B Degree in Tourism/ Development Studies/ Policy Studies/ Public Administration or related field. 3-5years working experience in a Strategy/ Policy development environment. Understanding of Policy and Strategy Development Processes. Understanding of the PFMA & other relevant Acts/Legislation. Project Management, Stakeholder management and Management of Human Resources. Strategic Leadership, Planning and Execution. Policy Analysis and Research. Financial Management. Communication skills. Good report writing skills. Problem solving and conflict resolution skills. A valid code B drivers' licence.

DUTIES : The successful candidate will be responsible for supporting the tracking of national strategies from other sectors with impact to tourism; assisting in analysing national strategies from other sectors with impact to tourism and generating tourism positions. scanning of the environment to inform the development of national tourism sector strategies; coordinating stakeholder consultations on the development of national strategies; assisting in awareness creation on national tourism sector strategies; establishment and coordination of implementation, monitoring and reporting mechanisms for national tourism sector strategies; facilitating the alignment of national,

provincial and local government tourism sector strategies and implementation of national tourism sector strategies; coordinating the development of sector strategies implementation plans in line with the Departmental Monitoring and Evaluation Framework and Guidelines; coordinating the development of monitoring and evaluation reports and improvement plans; participating in various stakeholder platforms to track developments and gather information for reporting on the implementation of tourism sector strategies; generating progress reports on the implementation of national tourism sector strategies.

ENQUIRIES : Ms B Peege Tel No: 012 444 6612
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

POST 10/137 : **ASSISTANT DIRECTOR: TOURISM VISITOR INFORMATION SERVICES**
REF NO: DT 06/2023

SALARY : R491 403 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised relevant Degree/ National Diploma in Travel and Tourism/ Tourism Management. 3-5 years' working experience in visitor services and projects implementation/ project management. Knowledge and skills in financial management and budgeting. Ability to manage projects independently. Ability to formulate sound policies through analytical and innovative thinking. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills (written & spoken). Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Research and project management skills. Strategic thinking and problem solving.

DUTIES : The successful candidate will be responsible for the provisioning of Tourist Information Services; capturing, analysing and reporting on Visitor Statistics and visitor services; developing and managing of Visitor Information Centre (VIC) database; developing centralised tourism information database, VIC branding, capacity-building for VIC operations; promoting of responsible tourism and universal accessibility for VICs; co-ordinating provincial stakeholder database of tourist information; quality assurance of visitor statistics; reporting on visitor statistics on a monthly basis or as may be required on ad hoc basis, following up on trends.

ENQUIRIES : Ms M Sesele Tel No: 012 444 6438
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, Asian Male and White Male Candidates

POST 10/138 : **RECEPTIONIST REF NO: DT 07/2023**

SALARY : R181 599 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF 4/ Grade 12 qualification. Minimum of 2 years' working experience in reception and customer service. Knowledge of security policies and prescripts. Computer literacy and must be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication, interpersonal relations and conflict management skills. Ability to promote Batho Pele principles. Ability to work individually and in a team.

DUTIES : The successful candidate will be responsible for greeting, identifying and directing visitors and arrange for escort; verifying identification of incoming visitors; issuing visitors cards; maintaining visitor logs and related documents; recording incoming and outgoing mail; compiling visitor statistics; ensuring that all security equipment at reception is operational and report defects to maintenance unit/ Chief Security Officer; directing visitors to relevant information desk; referring visitors to relevant officials for assistance; screening visitors prior to referral.

ENQUIRIES : Mr R Benadie Tel No: 012 444 6144
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates