

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** : 09 May 2023 (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 14/149** : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: DT 09/2023**
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF 6 qualification in Communication/ Journalism or an equivalent qualification. Minimum of 3 years' working experience in a supervisory position within an internal communications environment. Ability to work long and irregular hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Knowledge of Government's corporate identity and event management skills will be an added advantage. Knowledge of government processes and relevant legislation. Excellent interpersonal and presentation skills. Excellent computer literacy and use of standard software packages as well as certain Adobe creative suit apps. Ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for: assisting with production coordination and distribution of departmental publications; Coordinating, generating, and editing content for publications; Implementing the publication distribution plan; Updating of distribution database; Managing, monitoring and updating of all internal communication platforms; Developing content and sourcing photographs for internal platforms; Managing and maintaining the department's image library; Providing photographic services for departmental events and projects; Coordinating internal events; Contributing to project/event/exhibition plans and checklists; Writing progress reports on supported projects; Providing inputs to weekly, monthly, or quarterly sub-directorate reports.
- ENQUIRIES** : Ms S Halama Tel No: 012 444 6603
- NOTE** : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates

- POST 14/150** : **ASSISTANT DIRECTOR: CLAIMS NON-CAPITAL INCENTIVES REF NO: DT 10/2023**

- SALARY** : R393 711 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A SAQA recognised NQF Level 6 National Diploma / B Degree in / Finance / Business Administration / Economics. 3-5 years' working experience in incentive administration in the private or public sector. Knowledge of incentive will be an added advantage, Understanding of the National Tourism Sector Strategy, Knowledge of public sector Regulations, Tourism Act, PFMA. Computer literacy and knowledge of MS Office Packages, Knowledge of project management, Stakeholder management and financial management. Communication skills. Planning and organising skills. Numerical skills. Effective time management, Ability to work in a co-ordinated Team as well as a sense of urgency, Ability to work under pressure. Pay attention to details.
<u>DUTIES</u>	:	The successful candidate will be responsible for acknowledging and screening of claims applying the programme guidelines, rules and policies; evaluate complete claims; compile payments to service providers; prepare payment advices; collect proof of payments and filing them accordingly update the database; update payments in the tracking tool; compile and submit workload statistics; reconcile approved claims against BAS reports; liaise with travel office; interact with enterprises on their claims, travel bookings and provide sound advice; ensure project summaries are timeously prepared for Committee members; provide inputs to quarterly and annual Market Access Support Programme (MASP) implementation reports; provide inputs to the monthly consolidated commitments, accruals and expenditure reports; collect, record and verify post intervention reports and impact analysis reports; liaising with internal and external stakeholders; marketing of MASP incentives provincially; attend stakeholder meetings and perform e secretariat duties.
<u>ENQUIRIES NOTE</u>	:	Ms M Kekana Tel No: 012 444 6333
	:	EE Requirements: Preference will be given to African Male, Coloured Male, Asian Male and White Male Candidates
<u>POST 14/151</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DT: 11/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum (Level 08)
	:	Pretoria
	:	An appropriate recognized Diploma in General Nursing or BTech in Occupational Health Nursing. A minimum of 1 to 2 years work experience in Employee Health and Wellness field. Registration with a professional body, for example, South African Nursing Council. Knowledge in Occupational Health Nursing. Basic knowledge of Employee Assistance Programmes. Full Knowledge on the statutory legislation regarding Occupational Health and Safety. Knowledge on Compensation for Occupational Injuries and Diseases Act. Ability to identify safety, health and environmental hazards and assessment of risks within the workplace. Ability to interpret and apply Employee Health, Wellness and OHS Policies. Knowledge of Public Service EH&W strategic framework. Knowledge of basic conditions of employment Act. Good communication skills (written and spoken). Good negotiation and advocacy skills. 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. Valid driver's licence (Code B).
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting initial assessment and to refer to ICAS for further management based on the need of the employee, Providing health promotion and education on HIV/AIDS and TB to individual employees, Facilitating TB awareness Day, Facilitating World AIDS day service, Coordinating STI/ Condom week Awareness programme, Providing Counselling to employees on HCT, ART and TB treatment and refer employees to health care facility. Facilitating World Heart Day, Facilitating Diabetics Awareness Session, Facilitating Hypertension Awareness Programme, Attending to IOD, make Follow ups, provide counselling, rehabilitation and refer employees to ICAS for further management, Conducting walkabouts and identify the occupational health hazard, Facilitating awareness sessions on health and safety as per hazards identified, Conducting Health Risk Assessment (HRA), Coordinating Sports and Recreation in the department, Rendering Health Screening services and disease management programme, Providing, promoting and refer employees to ICAS on management of

lifestyle diseases and health risk. Ability to plan and organize the activities of the Sub-Directorate. Ability to conduct research, gather and analyse information and draft documents. Ability to liaise with external and internal stakeholder engagement.

ENQUIRIES : Mr S Nkosi Tel No: 012 444 6147
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 14/152 : **COMMUNICATIONS OFFICER: MEDIA LIAISON REF NO: DT 13/2023**

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Bachelor's Degree or Diploma (NQF6) in Communications /Journalism. Minimum of 1-2 years' working experience in communications (media liaison), and in compiling written and audio-visual content for media and electronic platforms. Knowledge of administrative procedures and personnel management. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with stakeholders, and coordinate engagement sessions. Excellent writing skills for external communication purposes. Good Interpersonal and presentation skills. Good communication and advocacy skills. Must be computer literate, and be able to use social media platforms. Ability to work under pressure, individually and in a team. Research and project management skills. Sound organising and planning skills. Strategic thinking and problem-solving skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for monitoring news sources to compile daily news alerts that are circulated electronically to Department officials; researching and compiling information packs on issues of national importance that impact on Tourism for the unit; creating and maintaining a comprehensive database of media contacts; liaising with media to ensure their attendance at Departmental events; assisting with arranging interview opportunities on various media platforms; alerting communications management to media enquiries; managing event logistics for media liaison engagement sessions, activations, and media tours; drafting content for editorial purposes (Media invites/ Statements/ Success stories/ Social media posts/ Radio scripts); assisting in the production of audio - visual content for the Department's external communication platforms (Web & Social Media); utilising the news alerts, and media analysis documents to compile reports for the media liaison event related exit reports; creating and maintaining a database of media contacts; logging of distributed and published editorial products, responses to media inquiries, and conducted interviews.

ENQUIRIES : Ms S Zwane Tel No: 012 444 6612
NOTE : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates