

## 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 May 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](http://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 16/115** : **DEPUTY DIRECTOR: EVALUATION REF NO: DT14/2023**
- SALARY** : R958 824 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** : Pretoria
- REQUIREMENTS** : A SAQA recognised appropriate three-year Bachelor's Degree or National Diploma in Monitoring and Evaluation or related field. A post graduate qualification will be an added advantage. 3-5 year's working experience in M&E. Experience in research. Knowledge of monitoring and evaluation practices. Understanding of government wide M&E systems. Knowledge and understanding of government planning cycle. Knowledge of the National Development Plan. Knowledge of departmental policies and procedures. Research Skills. Monitoring and Evaluation Skills. Planning and project management skills. Human Resource management skills. Good communication and presentation skills. Basic knowledge of statistics. Willingness to travel A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for ensuring that desktop research is conducted to develop and review M&E frameworks; aligning departmental M&E framework with government-wide M&E framework; ensuring the implementation of departmental M&E framework, conducting internal consultation to identify projects for evaluation, ensuring that secretariat support is provided for the departmental evaluation committee, developing and reviewing of departmental evaluation plan, participating at National Evaluation Committees for departmental projects identified, participating at government M&E forums, ensuring the evaluation of departmental programmes/ projects in line with departmental M&E framework and guidelines, developing proposals for evaluations approved in the departmental evaluation plan; developing data collection tools for evaluations; ensuring and conducting site visits for monitoring and evaluation; co-ordinating data analysis for M&E; ensuring the development of process evaluation reports in line with indicators identified; developing evaluation reports and improvement plans; ensuring implementation of improvement plans; assisting with the development of data collection guidelines for M&E; participating and providing inputs to data collection tools; assisting with training on data collection for evaluations;

		conducting site visit of data collection process; assisting with the development of data coding list; verifying and validating data captured on the M&E system; analysis of data collection; developing data collection reports.
<b><u>ENQUIRIES</u></b>	:	Mr T Mafela Tel No: 012 444 6371
<b><u>NOTE</u></b>	:	EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<b><u>POST 16/116</u></b>	:	<b><u>ASSISTANT DIRECTOR: STATE OWNED ASSETS REF NO: DT15/2023</u></b>
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10), excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised three-year qualification (NQF6) in Tourism Management, Economics or related studies. 3-5 years' working experience in project management and finance. Knowledge or experience in Expanded Public Works Program (EPWP). Knowledge or Experience on Contract Management. Strategic capacity and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management skills. Program and project management skills. Knowledge of change management. Communication skills. Knowledge and information management. Knowledge of tourism policies and procedures. Knowledge of South Africa's domestic and international policies in relation to Tourism. Knowledge and understanding of South Africa, regions and the continent. Computer Literacy (MS Office packages). Experience in basic Project Management.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing support in conducting audit for tourism infrastructure and product at strategic state-owned tourism assets in line with market trends; identifying opportunities for tourism growth areas within destinations; identifying strategic tourism resources and product development priority needs needed at specific sites; carrying out implementation of product and infrastructure enhancement projects; coordinating the identified infrastructure and product development priority needs; providing support for the development of enhancement of tourism products; identifying and improving of developmental and market needs of state owned tourism assets; providing support in the development of plans and programmes for tourism product development of state owned tourism assets; providing assistance on the compliance of the plans, development and implementation with the PFMA; arranging the asset transfer process; facilitating the implementation of product and infrastructure projects in state owned assets; coordinating the procurement process of the service providers for the implementation of enhancement projects; providing support in monitoring of the implementation of enhancement project as per contractual agreements with service providers; reporting on compliance with agreements and the PFMA; supporting the implementation of the human development programmes as part of destination enhancement; coordinating the identified human development needs to enhance tourism state owned assets; liaising with relevant units within the department for intervention; coordinating the roll-out of necessary interventions; providing support to the directorate in financial management; providing inputs in preparations of the budget that are in line with strategic plans and department objectives; monitoring the implementation of the budget by projecting and reporting expenditure; providing inputs in the coordination of memorandum of understanding, service level agreements and expenditure review.
<b><u>ENQUIRIES</u></b>	:	Mr N Chokoe Tel No: 012 444 6296
<b><u>NOTE</u></b>	:	EE Requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<b><u>POST 16/117</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: DT16/2023</u></b>
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09), excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised relevant three-year National Diploma/ B Degree in Communication/ Journalism or equivalent qualification. 3-5 years' working experience in a Communications environment. Knowledge of Government Communications. Prescripts and legislations relevant to communication. Research and Writing skills, Strong organizational, planning and problem-solving skills. Customer Care and Good interpersonal relations. Computer literacy e.g. Micro Soft Office and Internet. Language proficiency and

		Communication Skills. Supervisory skills and Conflict Management. A valid drivers' licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for implementing a media engagement plan, Identifying relevant media platforms to profile the Department, distributing media alerts, statements and releases to the media database; conducting research, conceptualising and drafting editorial content such as media statements, and queries for approval of the supervisor; managing receipt and distribution of newspapers; managing media clipping service; monitoring the compilation of the media clipping pack (printed) and preparing for approval; managing media clippings e-link; coordinating monthly and quarterly media monitoring and analysis reports from the service provider for presentations to Communications Management; managing communication activities around events and campaigns on the departmental event calendar; preparing media accreditation, coordinating venue for media registration and interviews, inputting towards draft media plans; managing the updating of the media database.
<b><u>ENQUIRIES</u></b>	:	Ms S Zwane Tel No: (012) 444 6612
<b><u>NOTE</u></b>	:	EE Requirement: Preference will be given to African Male, Coloured Male, and White Male Candidates.
<b><u>POST 16/118</u></b>	:	<b><u>PERSONAL ASSISTANT: INTERNATIONAL RELATIONS AND COOPERATION REF NO: DT17/2023</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 07), excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognised three-year qualification (NQF6) in Secretariat or equivalent qualification. 3-5 years' working experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/procedures, Knowledge of financial administration. Project management skills. Computer literacy. Communication skills. Good telephone etiquette. Organisational skills. High level of reliability. Good grooming and presentation. Self-management and motivation.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for preparing and maintaining the year plan and calendar; managing reminders and informing manager about appointments; ensuring that the diary is clear from clashes and rescheduling appointments to prioritise meetings; coordinating with and advising the manager regarding engagements; receiving telephone calls for the senior manager; performing advanced typing work; clarifying instructions and notes on behalf of the manager; utilizing discretion to decide whether to accept/decline or refer to other employees' requests for meeting based on the assessed importance and urgency of the matter; ensuring the effective flow of information and documents to and from the office of the manager; ensuring safekeeping of all documentation in line with relevant legislation and policies; scrutinizing routine submissions / reports and making notes and /or recommendations for the manager; drafting documents and filing of documents for the manager and unit; collecting, analysing and collating information requested by manager; managing the leave register for the unit; compiling the stakeholder contact list for manager; scrutinizing documents to determine actions / other documents required for meetings; recording minutes and communicating with the relevant role players; coordinating logistical arrangements for meetings; making bookings of flights, accommodation and car rental; collecting and coordinating all the documents that relate to the manager's budget; keeping records of expenditure commitments and monitor expenditure; checking and correlating BAS reports to ensure that expenditure is allocated correctly; managing of telephone accounts for the unit; handling the procurement of standard items for the activities of the manager and the unit; comparing the MTEF allocation with the requested budget and inform the manager of changes.
<b><u>ENQUIRIES</u></b>	:	Ms N Moolla Tel No: 012 444 6528
<b><u>NOTE</u></b>	:	EE Requirement: Preference will be given to African Male, Coloured Male, and White Male Candidates.

## DEPARTMENT OF TRADITIONAL AFFAIRS

*It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.*

<b><u>CLOSING DATE</u></b>	:	02 June 2023
<b><u>NOTE</u></b>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHER POSTS

<b><u>POST 16/119</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNICATIONS &amp; MARKETING REF NO: 2023/10</u></b> Secretariat: National House of Traditional & Khoi-San Leaders
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R811 560 per annum Pretoria A Degree in Communication and Marketing/Public Relations or relevant equivalent qualification at NQF 6/7 plus a minimum of 3 years' experience at Assistant Director in the Communications, Marketing & Public Relations environment; A valid driver's licence, Willingness to travel extensively. Generic competencies: Advanced marketing skills, Language proficiency, Advanced report and speech writing, Research methodology, Organising and planning skills, Advanced Communication skills (written and verbal), Negotiation skills, Programme and management skills Technical competencies: Marketing and communications, Extensive knowledge of communication processes and policies, In-depth knowledge of government and traditional leadership protocol processes, PFMA, Supply Chain Management.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Manage the implementation and maintenance of the NHTKL Marketing & Public Relations strategies and guidelines: Undertake research on development and trends in the marketing and public relations environment, Develop and formulate marketing and public relations strategies for the NHTKL, Establish an effective and efficient communication model for the NHTKL in line with GCIS guidelines, Provide technical advice on new marketing and public relations guidelines and strategies; Manage the coordination of the NHTKL marketing to enhance awareness and public relations: Manage the planning of marketing and public relations campaigns, manage the undertaking of marketing and public relations surveys and analysis of the NHTKL public image and reputation, Ensure the use of corporate advertising to establish and maintain the NHTKL's corporate identity in the public domain, Manage the production of marketing and public relations written and visual communication material, Promote the public image of the NHTKL, Coordinate public events and exhibitions, Manage all NHTKL Public Participation Programmes; Manage the NHTKL's corporate identity and maintenance of its reputation: Promote the NHTKL brand and corporate identity, Ensure brand compliance as per the corporate identity guidelines,

		Manage the corporate identity promotional materials, Manage the provision of photographic services and audio visual material for all NHTKL events: Ensure the provision of audio visual services, Manage and facilitate the procurement of required communications equipment, Manage the photo gallery of the NHTKL, Manage the quality of pictorial material.
<b><u>ENQUIRIES</u></b>	:	Mr A Sithole Tel No: (012) 336 5853
<b><u>APPLICATIONS</u></b>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22 Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<b><u>FOR ATTENTION</u></b>	:	Director: Human Resource Management
<b><u>NOTE</u></b>	:	Whites, Indians, Coloureds, Females and Persons with Disabilities are encouraged to apply.
<b><u>POST 16/120</u></b>	:	<b><u>IT TECHNICIAN REF NO: 2023/11</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R359 517 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Information Technology, Computer Science or Information Systems or relevant equivalent qualification in ICT at NQF 6/7 plus a minimum of 2 years' experience in ICT. Generic/Process competencies: Excellent diagnostic and problem solving; Communication skills; Organisation and time management; Computer skills; Interpersonal skills Technical competencies: Hardware components and troubleshooting procedures; Microsoft desktop operating systems and software, Microsoft Windows, Microsoft Exchange, Active Directory; In depth understanding of diverse computer systems and networks; Internet security and data privacy principles; Internet security and data privacy , Transversal systems.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Install and maintain computer systems and networks in order to achieve the highest functionality and optimise the role of technology: Set up workstations with computer and peripheral devices (routers, printers etc), check computer hardware to ensure functionality, install and configure computer hardware, operating systems and applications, develop and maintain local networks, ensure security and privacy of networks and computer systems, identify aging hardware and software; Provide technical support to end-users on IT related incidents and service requests; Provide a reliable and stable network environment: Install and configure LAN and WAN devices, install and configure Wi-Fi Access points, Install and configure Wi-Fi Client on users PC's, Monitor LAN and WAN performance and troubleshoot; Perform periodic preventative maintenance and updates: Organise and schedule upgrades and maintenance, upgrade systems to enable compatible software, perform tests on new hardware and software; Maintain service records.
<b><u>ENQUIRIES</u></b>	:	Mr L Motlhabedi Tel No: (012) 334 4982
<b><u>APPLICATIONS</u></b>	:	Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria
<b><u>FOR ATTENTION</u></b>	:	Director: Human Resource Management
<b><u>NOTE</u></b>	:	Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.
<b><u>POST 16/121</u></b>	:	<b><u>PAYMENTS OFFICER REF NO: 2023/12</u></b>
<b><u>SALARY</u></b>	:	R241 485 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate or equivalent with finance or accounting as passed subjects plus appropriate experience in Finance and Supply Chain Management environment. Generic/Process competencies: Problem solving, client orientation and customer focus, Communication skills (verbal & written). Technical competencies: knowledge and understanding of Supply Chain Management processes and procedures, The Preferential Procurement Policy Framework Act (PPPFA); LOGIS and BAS, PFMA and the Treasury Regulations. Computer literacy (EXCEL, Word, and PowerPoint) skills.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Ensure payments are settled within the prescribed timeframe to service providers in terms of

Treasury Regulations 8.2.3; Capture commitments/orders on LOGIS transversal system; Capture invoices and payments on BAS and LOGIS transversal systems including transfer payments; Reconciliation of accounts/statements received from service providers; Obtaining and capture banking details from new suppliers; Liaise with internal/external clients with regards to payments stub and outstanding orders/deliveries; Records and update payment information in the supplier files for audit purposes; The successful candidate will also provide support to the National House of Traditional & Khoi-San Leaders.

**ENQUIRIES** : Mr G Ndlovu Tel No: (012) 334 0652  
**APPLICATIONS** : Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria

**FOR ATTENTION** : Director: Human Resource Management  
**NOTE** : Whites, Indians, Coloureds and Persons with Disabilities are encouraged to apply.

**POST 16/122** : **REGISTRY CLERK REF NO: 2023/13**

**SALARY** : R202 233 per annum  
**CENTRE** : Cape Town  
**REQUIREMENTS** : A Grade 12 Certificate plus at least 2-3 years' experience in records management. Willingness to adapt to work schedule in accordance with office requirements. Generic/Process competencies: Basic numeracy, Computer literacy, Ability to gather information, Analytical thinking, Problem solving skills, Organising and time management, Ability to perform routine tasks, Interpersonal relations, Ability to work with sensitive information. Technical competencies: Minimum Information Security Standards (MISS) Act; National Archives and Records Act; Norms, standards and procedures related to the management of records and archives; Office administration processes and systems.

**DUTIES** : The successful candidate will perform the following duties: Maintain the filing system and records: Control and protect records, Manage and maintain archives, manage and utilise space for archives, file all documents, circulate and search files, prepare and open files, maintain the filing system and records, control and protect records; Manage the flow of mail: Distribute documents to the department, apply rules for dispatch, receive post, parcels and remittances/transferrable items, receive , open and sort post, despatch mail received, search and trace files, administer movement of files; Manage sensitive documents; Render clerical support as and when required.

**ENQUIRIES** : Ms A Maluleka Tel No: (012) 334 4918  
**APPLICATIONS** : Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria

**FOR ATTENTION** : Director: Human Resource Management  
**NOTE** : Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.

**POST 16/123** : **ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2023/14**

**SALARY** : R202 233 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification legal administration will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the line function. Establish an effective document tracking systems. Provide secretarial support services to the Head of Legal

Services: Co-ordinate and prepare documentation for meetings. Coordinate line function meetings. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the head of Legal Services. Manage the diary of the head of Legal Services. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

**ENQUIRIES**  
**APPLICATIONS**

: Ms K Pegu Tel No: 012 395 4985  
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

**FOR ATTENTION**  
**NOTE**

: Director: Human Resource Management  
: Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.