

**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 X 424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 14 July 2023 by 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. 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/>. The successful candidate will be required to an SMS pre-entry certificate prior to any appointment.

**MANAGEMENT ECHELON**

- POST 22/223** : **CHIEF DIRECTOR: TOURISM ENHANCEMENT (DT18/2023)**  
This is a re-advertisement; candidates who previously applied are required to reapply.
- SALARY** : R1 371 558 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).
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills. A minimum of 5 years' experience at a Senior Management position. Ability to interact with stakeholders at all levels; programme and project including contract management experience, policy formulation and implementation experience; a holistic understanding of the tourism economy; experience in product, infrastructure, route and experience development. Knowledge of the Public Finance Management Act and other Government Acts, policies and prescripts, labour laws. Skills in strategic and analytical thinking and conceptual problem solving, Leadership skills, Communication, Financial Management. High level Computer Literacy and possession of a valid driver's licence. Willingness to travel.
- DUTIES** : Reporting to the Deputy Director-General: Destination Development, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction in the Chief Directorate; provide for the development and enhancement of tourism infrastructure, routes and experiences and niche tourism; facilitate maintenance and enhancement of tourism products in particular state owned assets, national and world heritage sites; facilitate integration of tourism with other sectors including sport, arts, culture and environment.
- ENQUIRIES** : Ms S Chettiar Email: [schettiar@tourism.gov.za](mailto:schettiar@tourism.gov.za)
- 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 may be subjected to a 2-day competency assessment that will test

generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure.

- POST 22/224** : **CHIEF DIRECTOR: POLICY PLANNING AND STRATEGY (DT19/2023)**
- SALARY** : R1 371 558 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).
- CENTRE REQUIREMENTS** : Pretoria  
: A SAQA recognised B-degree (NQF7) or equivalent qualification plus proven strategic management and leadership skills. A minimum of 5 years' experience at a Senior Management position in a Policy Development, Regulation, Strategy Development and Planning environment. Knowledge of Strategic Planning, Policy Analysis, Policy Design, Public Finance Management Act and other Government Acts, policies and prescripts, labour laws. Skills in Strategy Stakeholder Engagement, Drafting and reviewing Policy documents, Extensive Research, Networking, Verbal and written Communication, Financial Management. High level Computer Literacy and possession of a valid driver's licence. Willingness to travel both domestically and internationally. A clear understanding of the Tourism sector in South Africa and globally. 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/>. The successful candidate will be required to an SMS pre-entry certificate prior to any appointment.
- DUTIES** : Reporting to the Deputy Director-General: Tourism Research Policy and International Relations, the successful candidate will be responsible for the following key functions: Manage the development and review of the tourism sector policy and regulatory frameworks; Lead the analysis and development of tourism policy framework and regulations; Direct the provision of policy proposals impacting on tourism; Oversee the tracking and analysis of national and global sectoral policies and regulatory frameworks with impact on tourism; Manage the mainstreaming, integration and alignment of tourism agenda across all spheres of government; Develop and review national tourism strategies; Management the implementation mechanisms of tourism sector strategies; Report on the implementation of tourism strategies; Drive the development of appropriate strategic response initiatives; Provide proactive tracking of national policy development from other sectors which impact on tourism; Generate reports on tourism policy implementation and Provide updated reports on policy development to provinces and other stakeholders through relevant fora.
- ENQUIRIES NOTE** : Ms A Malan Tel No: (012) 444 6380  
: 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 may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure.

- POST 22/225** : **CHIEF DIRECTOR: COMMUNICATIONS (DT20/2023)**  
Re-advertisement; candidates who previously applied are required to reapply.
- SALARY** : R1 371 558 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 SAQA recognised NQF 7 in media, journalism or communication or any other related field. A minimum of five (5) years Senior Management experience in corporate communications, stakeholder management, media liaison or related environment. Professional writing skills for media and familiarity with content best practises will be an added advantage. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Good understanding and exposure to government communications system; Proven experience and exposure in electronic and

		digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Incumbent must be self-driven, innovative and creative.
<b><u>DUTIE</u></b>	:	Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and implementation of the Communication Strategy; Provide effective oversight and management of the departmental media engagement plan; Drive the implementation of branding and corporate identity of the department; Facilitate research and sourcing of content from programmes across the department for publication in relevant platforms. Oversee the planning and execution of departmental events in terms of the departmental events framework. Ensure the provision of effective departmental communication services, managing outreach programme and coordinate adequate communications within the clusters. Provide high-level media liaison support to the Minister, Deputy Minister, Director General. Ensure effective management of all internal and external communication initiatives of the department, including the production of publications (e.g. annual reports and internal newsletters)
<b><u>ENQUIRIES</u></b>	:	Ms R Ngwenya, Tel. (012) 444 6710
<b><u>POST 22/226</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (DT21/2023)</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A SAQA recognised B Degree (NQF7) in Human Resource or related field; minimum of 5 years Senior Management experience in a Human Resource environment; Extensive work experience in a complete range of Human Resources functions. In-depth Knowledge and experience of the Human Resources legislation and regulatory framework. Knowledge and experience in Security and Facilities Management will be an added advantage. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Proven experience, skills in policy development, implementation, stakeholder management. Public Finance Management Act and Treasury Regulations; Required Skills: Strategic Management and Leadership, Verbal and Written, Computer Literacy; Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Ability to articulate strategy and work
<b><u>DUTIES</u></b>	:	Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate; Render Strategic Human Resource Services including champion the development, implementation of the of the Human Resource Strategy; Facilitate the development and implementation of effective talent management and retentions strategy; Oversee the development and implementation of training and development interventions for the Department; Facilitate an effective employee performance management and employee relations systems. Manage Security and Facilities Management; Manage and facilitate the provision of employee health and wellness including occupational health and safety.
<b><u>ENQUIRIES</u></b>	:	Ms R Ngwenya, Tel. (012) 444 6710