

## 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** : 21 July 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](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 23/123** : **DEPUTY DIRECTOR: ENTITY OVERSIGHT REF NO: DT 22/2023**
- SALARY** : R811 560 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF6/ NQF 7 qualification in Public Administration, Business Administration, or equivalent. 3-5 years' working experience at managerial level within the public sector, preferably within a public entity oversight environment. Extensive knowledge of corporate governance processes. Knowledge of government planning and reporting mechanisms. Understanding of the tourism sector. Knowledge of the applicable legislations and prescripts that govern public entity oversight. Knowledge of relevant enabling legislation. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of planning guidelines and cycles. Computer literacy. Good interpersonal and stakeholder liaison skills. Good communication (verbal and written) skills. Organisational, coordination and planning skills. Decision-making skills. Accuracy and attention to detail. Ability to work independently. Ability to work under pressure and meet tight deadlines. Willingness to travel and work irregular hours.
- DUTIES** : The successful candidate will be responsible for developing, reviewing and managing an oversight system for the department; developing, reviewing and implementing compliance and accountability framework (e.g. reporting and compliance framework and stakeholder agreement) for monitoring performance and compliance; reporting on the public entity's compliance with PFMA, relevant laws and corporate governance related matters; researching and recommending best practices for continuous improvements of the Department public entity oversight; managing the maintenance of records for all public entity oversight records; managing the process for the appointment and filling of vacancies of the Board; providing secretariat services to the committee or structure responsible for Board selection; monitoring and reporting on the establishment and functioning of the governance structures of the Board; developing mechanism for reporting on the annual performance of the Board; providing content for development of information documents/ packs for the Board induction processes; evaluating the public entity's strategic plans and annual performance plans for alignment with statutory mandate, planning frameworks, governments priorities and outcomes as well as applicable guidelines; coordinating inputs from programme managers into public entity

strategies; managing and ensuring that the provision of feedback to the public entity on the departments evaluation of strategic plans, annual performance plans and quarterly reports; providing assistance with regard to the midterm and long term public entity review processes; providing recommendations for the approval of the public entity strategic plans and annual performance plans; coordinating the approval of the public entity's annual budget and in-year budget submissions; coordinating and facilitating public entity's quarterly presentations and briefings to Parliament; providing feedback on the approval and tabling of public entity's strategic plans, annual performance plans and annual reports; coordinating the processing of public entity's parliamentary questions and directives and follow-up on public entity's responsiveness to parliamentary questions and directives; acting as a focal point for communication between the department and the public entity; providing secretarial services for meetings between the Minister and the Board or public entity, following up on implementation of the decisions of the departmental and Minister's meetings with public entity; coordinating and processing the referral of departmental directives and queries to the public entity; coordinating the submission of public entity's inputs into Tourism Budget Vote and departments strategic plans, annual performance plans and annual report; coordinating public entity's planning and reporting information for governmental outcomes; coordinating and attending to audit queries in relation to public entity oversight and related matters; facilitating engagements between public entity and other relevant stakeholder such as National Treasury and DPME.

**ENQUIRIES** : Mr Itumeleng Rabotapi Tel No: (012) 444 6734, Cell: 079 693 1813  
**NOTE** : EE Requirements: Preference will be given to Coloured Male and White Male Candidates.

**POST 23/124** : **DEPUTY DIRECTOR: RISK AND INTERGRITY MANAGEMENT REF NO: DT 23/2023**

**SALARY** : R811 560 per annum (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF Level 6/ Level 7 qualification in Risk Management; Accounting; Internal Accounting or Business Management. A postgraduate qualification in Risk Management would be an added advantage. 3-5 years' working experience in the Risk and Integrity field. Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Corporate Governance (King IV); Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; COSO ERM Framework; ISO 31 000 Frameworks; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies. Knowledge of the ISO 22301 Framework; the ISO 22313 Framework; the Good Practice Guideline on Business Continuity Management, and the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organisational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills Registration with Institute of Risk Management South Africa (IRMSA) would be advantageous. A valid Code B driver's license.

**DUTIES** : The successful candidate will be responsible for reviewing activities incorporated in the Risk, Fraud and Ethics Implementation Plans to ensure alignment to Strategic, Annual and Business plans; disseminating the Risk Implementation plan to internal management structures for Inputs; reviewing consolidated inputs on the draft Risk Implementation Plan; monitoring effectiveness of work performed as per the Risk Implementation Plan; reviewing progress status report on the effective implementation of activities as planned on the Risk Implementation Plan; reviewing benchmarked best practices in Business Continuity Management (BCM) to develop the Business Continuity Management Policy and Plan; communicating the value of BCM and the risk of insufficient BCM capabilities to the employees of the Department; developing emergency management plans, measures, and arrangements to ensure the continuous delivery of critical services/processes which permit the Department to recover its facility, data and assets; identifying the necessary resources to support business continuity including personnel, information, equipment, financial allocations, legal counsel, infrastructure protection and

accommodations; acting as a coordinator for continuity efforts after a disruption event; identifying opportunities for strategic improvement or mitigation of business interruption and other risks caused by business, regulatory, or industry-specific change initiatives; reviewing benchmarked best practices in Risk Management to develop the Risk Management and Anti-Fraud and corruption policies, strategies and frameworks; quality assuring policies, strategies and frameworks prior to tabling to Departmental Bargaining Chamber (DBC)/ and recommending for DG for approval; ensuring that the policies, strategies and frameworks are aligned to the departmental objectives and goals; ensuring that fraud and risk management frameworks are workshopped to Department's officials; managing, advising and monitoring conflict of interest in line with the departmental Integrity Management Framework; ensuring the Integrity Management function and mandate is fulfilled and complied with by facilitating fraud and risk assessment workshops; ensuring the development of Departmental fraud and risk registers with mitigation strategies; monitoring the effective implementation of mitigation strategies; providing progress reports on the effective implementation of mitigation strategies to the RMC; reviewing the Risk Management Committee Charter (Terms of Reference); preparing quarterly Risk Management progress reports including Anti-Fraud and Corruption to Risk Management Committee and Audit Committee; developing and maintaining internal anti-corruption systems; reviewing alleged cases of fraud and continuously updating case management register; reviewing the results of preliminary conducted investigations; reviewing gathered and analysed relevant information.

**ENQUIRIES** : Ms RS Motshegwa Tel No: (012) 444 6591  
**NOTE** : Shortlisted candidates may be subjected to a technical exercise. EE Requirements: Preference will be given to Coloured Male, and White Male Candidates.

**POST 23/125** : **ASSISTANT DIRECTOR: RESEARCH REF NO: DT 24 /2023**

**SALARY** : R527 298 per annum (level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised Degree (NQF 7)/ National Diploma (NQF 6) in Management Science, Social Science, Humanities or related field. A relevant postgraduate degree would be an added advantage. 3-5 years' working experience in a research related environment with relevant experience in research methodologies and design; experience in designing and applying research techniques for conducting policy research. Sound knowledge of data management and data analysis skills. Good understanding of the tourism sector. Good writing, project management and co-ordination skills. Knowledge of relevant quantitative and qualitative data analysis software. Stakeholder and people management skills. A valid drivers' licence.

**DUTIES** : The successful candidate will be responsible for initiating and compiling research concept documents and Terms of Reference to delineate research studies; initiating and compiling research proposals to direct and guide research studies; developing research project plans; conducting literature reviews, best practices and initiating research reports; assisting in designing relevant quantitative and qualitative methodologies for research studies; developing fieldwork plans in preparation for research data collection processes; assisting to formulate data collection instruments such as questionnaires, interview guides and focus group guides; providing consistent checks to ensure data integrity and accuracy; coordinating engagements in the planning, conceptualisation and execution of research studies; initiating and developing draft Memoranda of Understanding and Service Level Agreements; preparing budget and expenditure reports for research studies; assisting to review, analyse and quality assure research outputs (proposals, fieldwork plans, data collection instruments, research reports) to ensure alignment with Terms of Reference; organising and coordinating meetings with project stakeholders; participate in the collection and analysis of the data; conducting initial analysis of research gaps and compiling draft analysis; assist to develop and manage databases, assisting to identify relevant platforms and events for dissemination of research findings, coordinate and provide secretariat support for research events and forums; provide general administrative support for research projects; coordinate and manage human resources.

**ENQUIRIES** : Ms M Mogane Tel No: (012) 444 6351

**NORE** : EE Requirements: Preference will be given to Coloured Male, and White Male Candidates.

**POST 23/126** : **STRATEGY DEVELOPMENT OFFICER REF NO: DT 25/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF Level 6/ Level 7 in Public Administration/ Tourism or related qualification. 2-3 years' working experience in a strategy/ policy development environment. Ability to work individually and in a team. Ability to gather and analyse information. Ability to work under pressure. Understanding of Sector Strategy Development processes. Understanding of policy development processes. Good interpersonal; and presentation skills. Good report writing skills. A valid driver's license (Code B).

**DUTIES** : The successful candidate will be responsible assisting in conducting environmental scans to inform national sector strategies development; assisting in the development of national sector strategies; assisting with stakeholder consultations on the development of national sector strategies; assisting with awareness creation on national tourism sector strategies; assisting in generating reports on the implementation of national tourism sector strategies; assisting with promoting alignment between national, provincial and local government tourism sector strategies; assisting in developing implementation mechanisms for tourism sector strategies; assisting in generating progress reports on tourism sector strategies; handling routine enquiries e.g. referrals, memos, letters etc.; distributing documents/ packages to various stakeholders; keeping records of all incoming and outgoing documents; assisting in drafting letters, submissions and internal or external memorandums.

**ENQUIRIES** : Ms BR Peege/ Ms B Mathabathe Tel No: (012) 444 6324/ (012) 444 6300  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, and White Male Candidates.

**POST 23/127** : **KNOWLEDGE MANAGEMENT OFFICER REF NO: DT 26/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF Level 6/ Level 7 in Tourism/ Administration or related field. 2-3 years' work experience in a strategy/ policy development environment. A clear understanding of the tourism sector. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for conducting desktop research on the development, review and implementation of the knowledge management strategy; conducting research on document management and generating knowledge material to be published in both web-based and printed forms; organising logistical arrangements for a structured stakeholder consultation process in relation to knowledge management strategy development, review and implementation; developing, updating and maintaining stakeholder databases for knowledge management strategy and planning; receiving, recording and circulating minutes, action lists to stakeholders in preparation for the development, review and implementation of the knowledge agenda; assisting in reviewing the implementation plan for the knowledge agenda; identifying and supporting knowledge management tools required for the implementation and management of the knowledge agenda; assisting in developing business requirements documentation for system identified for the knowledge agenda; packaging and updating stakeholder database in line with knowledge agenda implementation plan; conducting desktop research aimed at the development, reviewing and implementing of concepts for knowledge agenda; collecting and compiling information on various knowledge management frameworks for policy formulation and review purpose; assisting in the development and review of the stakeholder consultation plan for various knowledge sessions; analysing tourism stakeholder information needs for the development of knowledge management frameworks; organising, reviewing and managing relevant stakeholder database for implementing the Knowledge Management framework aligned to the National Tourism Sector Strategy (NTSS); analysing , capturing and packaging content received from various sources in order to update the Tourism Knowledge Portal and related systems; quality assuring and updating

content on the Tourism Knowledge Portal and other knowledge management repositories; assisting in logistical arrangements for various knowledge exchange events such as information session, workshop and seminars; developing checklists and templates for data integrity and quality standards; supplying and generating scheduled and ad-hoc statistical reports from the databases; providing administrative support; administering invoices for signatures and processing by supply chain and finance; reviewing requests for quotations (RFQ) for procurement of knowledge management and related activities; managing and registering incoming and outgoing documents.

**ENQUIRIES**  
**NOTE**

: Mr M Lose Tel No: (012) 444 6368  
: EE Requirements: Preference will be given to Coloured Male, and White Male Candidates.

**POST 23/128**

: **LEGAL ADMINISTRATION OFFICER MR 2 REF NO: DT27/2023**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R264 891 per annum, excluding service benefits  
: Pretoria  
: LLB Degree (or otherwise determined by the Minister of Justice and Constitutional Development). At least 1-year appropriate post qualification legal experience. Knowledge of the Constitution, Civil Procedure, PFMA, PAJA & PAIA. Computer Literacy. Knowledge of the processes of litigation including labour forums. Knowledge of Administrative Law, proven track record in contract negotiation, reviewing and drafting legislation, providing effective legal advice. Analytical thinking, legal drafting, dispute resolution, legal research & Project Management skills. Analytical thinking, Legal research skills, Computer literacy. Good verbal and written communication skills. Project management skills. Ability to draft opinions and contracts.

**DUTIES**

: The successful candidate will be responsible for the following key functions: Administrate legal advice/ Opinions in the Department, Conduct research on policy, legislations and legal principles. Provide recommendation and conclusion within legal prescripts. Policy and Legal development. Manage litigation. Monitor the court case from the inception to its final stage. Ensure that briefings are prepared and court orders are implemented. Drafting of contract and International Agreements. Submit monthly and quarterly reports, provide inputs into the strategic planning of the Directorates, liaise with stakeholders. Draft and edit legal correspondence on all administrative enquiries and conduct awareness on the legal interventions. Submit monthly and quarterly reports to the Senior Legal Administration Officer.

**ENQUIRIES**  
**NOTE**

: Mr AP Letsoalo/ Mr MN Madisha Tel No: (012) 444 6313/6314  
: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.