

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 the Chief Director: HR Management and Development at the Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 26 April 2024 at 16:30 (E-mailed, faxed, and 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 upon accepting the invitation. 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. 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. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to the appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

MANAGEMENT ECHELON

- POST 12/11** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DT01/2024**
- SALARY** : R1 663 581 per annum (Level 15), (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 NQF level 8 qualification plus proven strategic management and leadership skills, 8 years' experience at a senior managerial level; Experience and skills in public policy; Experience in the corporate service environment will be an added advantage; Strong strategic leadership capabilities; An understanding of the work of Government and relevant stakeholders ;An analytical thinker with a strong background in strategic management and governance coordination, turnaround strategies and change management (proven change management abilities) ;Detail and goal-orientated Organisational design and development skills ;The ability to work with cross-functional projects/teams ;Good innovative, problem-solving and interpersonal skills ;Good report-writing skills ;A high level of computer literacy, The ability to communicate effectively at all levels ;Good financial, human resource and project management skills ;A good understanding of the Public Service Regulatory Framework and willingness to travel and work long hours.
- DUTIES** : As a member of the Department's Strategic Management team, the incumbent will report to the Director-General. He/she will: Be responsible for providing strategic and operational direction to the Branch; Manage and coordinate strategic planning and implementation systems; Manage the strategic Information Communications Technology support services to the Department ;Provide strategic and efficient support with regard to management of Human Resource Management and Development, Labour Relations and Employee Wellness, and Facilities as well as Security Management ;Manage the provision of Legal services ;Lead in the development and review of departmental policies; Ensure organisational compliance with relevant policies and prescripts; Manage the Department's service delivery and transformation programmes; Manage provision of office support, logistics and auxiliary services; Ensure effective internal controls and risk management for the Department; Manage the budget and other resources of the Branch.
- ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154
- NOTE** : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as well as an integrity assessment. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. The successful candidate must receive a positive security clearance and vetting outcome from State Security Agency