

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** : 31 May 2024, (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. 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. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

MANAGEMENT ECHELON

- POST 17/18** : **DIRECTOR: PROGRAMME PLANNING AND IMPLEMENTATION REF NO: REF NO: DT 02/2024**
- SALARY** : R1 162 200 per annum (Level 13), (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) in Social Sciences with minimum of 5 - 10 years' working experience in a middle management position. Sound knowledge and understanding of the Tourism Sector and project management. Knowledge of public service and departmental procedures and prescripts related to Human Resources Development (HRD). Sound organising and planning skills. Good writing skills. Policy formulation, analysis and implementation skills. Financial management skills. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Reporting to the Chief Director: Tourism Sector HRD, the successful candidate will be responsible for the following key functions: establishing strategic direction of the component to ensure alignment with departmental strategic objectives; monitoring and ensuring the implementation of the strategic and business plans; overseeing the development of Operational Plans to give strategic direction to business components/ units; aligning individual performance to the strategic business objectives; implementing and reporting on strategic frameworks in the area of functional responsibility; monitoring the attainability and sustainability of performance standards as per departmental objectives; compiling management reports in a prescribed format; identifying and prioritising needs and priorities for Community Planning; developing new collaborative ways of implementing elements of the Community Plan; reviewing progress on the Community Plan; developing Community Engagement Action Plan to raise levels and quality of participation; identifying and prioritising critical stakeholders; facilitating engagement sessions with critical stakeholders; setting up informative groups to gather community needs; outlining training objectives of each programme; developing a selection criteria for course participants; developing a section criteria for training providers; creating and implementing training programmes to improve performance of the

sector; incorporating sector training needs into CATHSSETA MoU; developing training evaluation tools; identifying training interventions based on the outcomes of the skills audit; consulting relevant stakeholders to identify skills gaps that could be addressed through foreign training opportunities; ensuring that preparations of the budget are in line with strategic plans and departmental objectives; managing human resources; monitoring and reporting on the utilisation of equipment.

ENQUIRIES : Dr S Ngomane Tel No: (012) 444 6436
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test 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. EE requirements preference will be given to African Female, Coloured Female, Asian Female and White Female Candidates.

OTHER POSTS

POST 17/19 : **DEPUTY DIRECTOR: STRATEGIC SECTOR PARTNERSHIPS REF NO: DT 03/2024**

SALARY : R1 003 890 per annum (Level 12), (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 : Pretoria
REQUIREMENTS : A recognised Bachelor's degree/National Diploma (NQF6) in Tourism/Economics or related field (Humanities, Social Sciences and Development Studies). 3-5 years' working experience in middle management. Knowledge of the Framework for Strategic and Annual plans. Knowledge of the Government Wide Monitoring and Evaluation Framework. Knowledge of Managing Programme Performance Information, 2007. Knowledge of contract management. Experience in financial management. Good interpersonal skills. Good communication skills. Change management knowledge and skills. Experience in stakeholder management. A valid code B driver's license.

DUTIES : The successful candidate will be responsible for ensuring policy and strategy alignment of department's priorities with national programmes; identifying and proposing areas for government intervention with respect to enhancing the development of local tourism; facilitating partnerships and institutional relations in terms of agreements reached; managing and coordinating reporting on the implementation of national programmes; monitoring the schedule for external stakeholder activities including relevant stakeholder forums, meetings, events and conferences to ensure participation by the department; publishing and disseminating information on trends and or performance of local government in developing and growing local tourism; facilitating decisions on strategic issues emanating from Cabinet Clusters which are brought to the attention of management; facilitating effective collaborations and partnerships with stakeholders to periodically review, amend and/or implement norms and standards, guidelines, codes of practice, international best practice and regulations; coordinating the development and periodic review of the stakeholder engagement framework; coordinating and liaising on strategic issues relating to community based tourism initiatives; facilitating strategic partnerships to advance the responsible tourism model for community based tourism; coordinating strategic partnerships to promote universal accessibility to tourism infrastructure.

ENQUIRIES : Ms Y Dheda Tel No: (012) 444 6197
NOTE : EE requirements preference will be given to Coloured Male and White Male Candidates.

POST 17/20 : **ASSISTANT DIRECTOR ADVOCACY, AWARENESS AND FACILITATION PROGRAMMES REF NO: DT 04/2024**

SALARY : R552 081 per annum (Level 10), excluding service benefits
CENTRE : Pretoria

- REQUIREMENTS** : A SAQA recognised relevant Degree or National Diploma in Tourism Management/ Social Studies. 3-5 years' working experience at middle management in relevant environment. Knowledge and understanding of the tourism sector. Understanding of the SETA landscape. Knowledge of Human Resource Development and the Skills Development Act. Knowledge of the Tourism Act, Public Service and departmental procedures and prescripts related to Tourism Sector Human Resource Development Strategy. Programme and Project Management skills. People Management and Presentation Skills. Sound organising and planning skills. Coordination and Facilitation skills. Good communication, problem solving and writing skills. A valid driver's licence.
- DUTIES** : The successful candidate will assist in creating awareness and advocacy on skills development initiatives for the tourism sector; monitoring the creation of a work- readiness programme for the unemployed in collaboration with relevant stakeholders; ensuring the establishment of relevant structures and bodies that would enhance synergy amongst the activities of role players and address pertinent issues affecting industry course; building capacity for the sector and local government communities and the promotion of tourism culture, coordinate the implementation of stakeholder engagements and enhancing awareness of the tourism industry amongst learners, students and unemployed youth; conducting education and skills training programmes targeting learners, Educators, Civil society and community representatives; Assist in the implementation of Foreign education and training awareness initiatives; Ensure that there is establishment, participation and monitoring of working groups or task teams to create synergy on the implementation of skills programmes; Implement and drive interventions that raise awareness on of the socio-economic benefits of domestic tourism; facilitating engagement sessions with industry on skills development initiatives and any other related matters; maintain strategic partnerships that supports awareness and education within the sector; assisting in the identification of relevant sector Departments for collaboration in support of Social Tourism, coordinating the participation of the partners in various stakeholder engagements platforms. monitoring and evaluating the implementation of Domestic Tourism Growth Strategy to track and advice on the implications; coordinating continuous reporting on the progress of Social Tourism Growth Programme; identifying implementation mechanisms of tourism sector strategies; providing inputs in drafting a stakeholder consultation framework with regard to Social Tourism Development Intervention.
- ENQUIRIES** : Ms MP Jones Tel No: (012) 444 6574
- NOTE** : EE requirements preference will be given to Coloured Male and White Male Candidates.
- POST 17/21** : **ASSISTANT DIRECTOR: BUILDINGS & ENERGY MANAGEMENT REF NO: DT 05/2024**
- SALARY** : R444 036 per annum (Level 09), excluding service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised B Degree/ National Diploma (NQF6) in Property/ Facilities Management. A minimum of two (2) years' working experience in the property/ facilities management field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Ability to liaise with and coordinate stakeholder engagement. Knowledge of building related policies and procedures. Knowledge of National Building Regulations and Standards Act, Knowledge of Occupational Health and Safety Act and Regulations. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good negotiation and advocacy skills. Good computer literacy and use of standard packages. Ability to work individually and in a team. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for developing and maintaining the lease database and lease contracts; preparing requests for new/renewal accommodation; developing and maintain parking allocation list; develop and maintain space allocation; developing maintenance schedules; Compiles User Asset Management Plan (UAMP); compiling maintenance reports; ensuring that inspections are conducted; Monitor repairs; receiving and verifying municipal accounts; receiving and verifying rental accounts; receiving and verifying DSTV accounts; compiling expenditure reports; monitoring energy

efficiency roll-out within DT; drafting energy efficiency reports for submission to the Department of Energy; conducting energy awareness programmes; ensuring that the department complies with current Occupational Health and Safety Act and regulations; maintaining systems that promote a culture of safe working practices across the Department; providing direct management of the health and Safety team; supervising human resources in the area of work.

ENQUIRIES : Mr L Molefe Tel No: (012) 444 6115
NOTE : EE requirements preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 17/22 : **ASSISTANT DIRECTOR: TRANSPORT SERVICES REF NO: DT 06/2024**

SALARY : R444 036 per annum (Level 09), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised B Degree/ National Diploma (NQF6) in Transport Management or an equivalent qualification. Three to five years' working experience at supervisory level in transport management in the Public Sector Knowledge of Treasury Regulations. Knowledge of National Road and Traffic Management prescripts. Knowledge of Transport Circular 4 of 2000. Knowledge of Transport Circular 5 of 2003. Knowledge and skills in financial management. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. A certificate in accident investigation. A valid driver's licence.

DUTIES : The successful candidate will be responsible for conducting weekly inspections on all vehicles; receiving all transport requests and allocating the requests to Transport Officers; receiving shuttle/delivery requests and allocating these to the drivers; developing driver trip schedules weekly; compiling fleet analysis reports' compiling transport related reports; monitoring the fleet management system and compiling exception reports; making follow-ups for after hour authorisations; ensuring maintenance and repairing of vehicles; receiving transport related invoices from service providers; verifying transport fuel and oil invoices; compiling BAS payment advices and submit to manager for verification; reporting all non-compliance to management; attending to all queries related to invoices; ensuring that all payments are paid within 30 days; ensuring that fleet management system payments are processed on time; receiving and scrutinising requests for subsidised vehicles; receiving and verifying claims; compiling usage reports; drafting reports for 70/30 split to management; preparing letters for 70/30 split usage to line managers; ensuring that all service contracts and agreements are adhered to; liaising with service providers with regard to service levels; supervising human resources in the unit.

ENQUIRIES : Ms O Sekgweleo Tel No: (012) 444 6773
NOTE : EE requirements preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 17/23 : **SPATIAL MAPPING OFFICER REF NO: DT 07/2024**

SALARY : R376 413 per annum (Level 08), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised Bachelor of Science Degree in GIS/ Informatics/ Computer Science or related studies. 2-3 years' work experience in: GIS principles, GIS database development, GIS data capturing, digitizing and maintenance of databases, map development and data analysis. Knowledge and skills in Geographical Information Systems, IT and Information Management. Certificates in GIS and database development and management courses will be an added advantage. Experience in Tourism planning/ policy/development will be an added advantage. Good interpersonal and personal skills. Ability to formulate sound policies through analytical and innovative thinking. Ability to develop databases and mapping. Ability to liaise with and coordinate stakeholder engagement. Good computer literacy and use of ArcGIS packages.

DUTIES : The successful candidate will be responsible for assisting with the provision of GIS support services for the department, assist in developing the tourism GIS products database, assist in geo-coding, data cleaning, data capturing and verification of GIS datasets, handle large quantities of data, prepare maps and analysis. The candidate will also be expected to provide administrative,

		procurement and logistical support for the sub-directorate. Candidate must be client oriented and be able to liaise with stakeholders. A valid driver's licence. Ms L Kunene Tel No: (012) 444 6362
<u>ENQUIRIES</u>	:	
<u>POST 17/24</u>	:	<u>TOURISM VISITOR INFORMATION OFFICER REF NO: DT 08/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 413 per annum (Level 08), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised Degree/National Diploma (NQF6) in Travel and Tourism/ Tourism Management or Customer Services. 2-3 years' working experience in tourism visitor services and complaints management. Legal experience will be an added advantage. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Ability to formulate sound policies through analytical and innovative thinking. Good interpersonal relations skills. Ability to work individually and in a team. Ability to gather and analyse information. Ability to develop and apply policies including the understating of the Tourism Act 3, of 2014. Good report-writing skills. Ability to read, analyse and interpret policy guidelines and prescripts for application.
<u>DUTIES</u>	:	The successful candidate will be responsible for sourcing and updating the national tourism information database covering all nine provinces on a monthly basis; handling and addressing telephonic enquiries and complaints with high levels of professionalism and efficiency; creating, updating and managing a database of frequently asked questions; compiling monthly, quarterly and annual operational reports for submission to the department and to stakeholders; capturing visitor statistics on a daily basis; processing and analysing visitor statistics on a daily and weekly basis in preparation for reporting; ensuring that the information desk is well managed and presentable at all times; assisting with projects and other administrative work when required; compiling customer satisfaction survey statistics for reporting; providing logistical support to all activities of the work of the Directorate and sub-directorates; assisting with logistical arrangements, data capturing, information management/ document management and related tasks.
<u>ENQUIRIES</u>	:	Mr J Ndhlovu Tel No: (012) 444 6391
<u>NOTE</u>	:	EE requirements Preference will be given to Coloured Male, Asian Male and White Male Candidates.
<u>POST 17/25</u>	:	<u>ADMINISTRATIVE ASSISTANT: INTERNATIONAL RELATIONS AND COOPERATION REF NO: (DT 09 /2024)</u>
<u>SALARY</u>	:	R255 450 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification. 0-1-year experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organising skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	The successful candidate will be responsible for preparing and maintaining the year plan or calendar; making logistical arrangements for meetings, events and workshops(venue, equipment, refreshments); processing order forms/ order numbers for workshops, catering, conferences and departmental entertainment; administering safekeeping of goods delivered and received, Receiving clients from reception and direct to relevant boardroom, venue or office, Making bookings of flights, accommodation and car rental as per departmental policy and procedures, Preparing the processing of travel documents, Binding of documents of management meetings, Administering telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering the documents and disseminate to the relevant officials, Keeping and maintaining leave records, asset register, procurement of assets/equipment etc, Managing boardrooms (where relevant), Handling general phone line, mail delivery, Compiling quarterly delegations report on all approvals done by Directors, Managing printer contracts (where relevant), Compiling of stakeholder contract list for Director, Preparing S&T, Cell phone claims and ADSL claims and submit for approval and forward to finance for payment, Following up with finance on payments, Managing petty cash according to policy and procedures, Processing all invoices, Ensuring proper record keeping of expenditure documents e.g. invoice, Procurement of

standard items like stationery, refreshments, Liaising with supply chain in relation to procurements of goods and services, Receiving, recording and distributing all incoming and outgoing documents, Ensuring safekeeping of information, documents, order forms, invoices, Tracking of documents for the Manager, Recording and circulate promptly, in a clear and confidential manner, documents that are relevant to the manager, Proper follow up of outstanding tasks, Adhering to the record management policy and procedure manual, Complying with the records disposal system, Compiling with the records disposal system, Filing of all documents according to the departmental file plan and central filing system, Tracing files and documents when required, Retrieving requested documents from registry, Updating and maintaining records of all files, documents and provide original/ copy to the registry, Updating filing system regularly.

ENQUIRIES
NOTE

- : Ms T Mavhungu Tel No: (012) 444 6637
- : EE requirements preference will be given to Coloured Male, Asian Male and White Male Candidates.