

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** : 14 June 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.

OTHER POSTS

- POST 19/30** : **DEPUTY DIRECTOR: PROJECT SUSTAINABILITY SUPPORT REF NO: DT 09/2024**
- 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 the MMS dispensation).
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised Bachelor Degree in Tourism Management / Community Development or equivalent (NQF Level 7). Minimum of five years' experience in enterprise development / community development. Experience in the SMME training environment. Good business planning and marketing skills. Business development skills. Excellent networking and presentation skills. Good communication skills coupled with good report writing skills. Strong project and financial management skills. Human resource management skills. Understanding of Public Service Policy Framework and ability to work under pressure. Knowledge of monitoring and evaluation. Ability to handle audit queries. Understanding of traditional and community protocol will serve as an advantage. Must be willing to travel extensively. Understanding of inland languages. Must be in possession of valid driver's license.
- DUTIES** : The successful candidate will be responsible for managing processes for conducting skills audit on Working for Tourism infrastructure project owning agencies; providing suitable training for owning agencies through sourcing of credible institutions with a focus on hospitality studies, business management and operations; evaluating the effectiveness of training through monitoring and evaluation; developing a community beneficiation strategy and implementation plan; preparing and submitting reports; conducting workshops/meetings with local business partnerships/ financial institution on support available for community owned projects; identifying potential investors for NDT working for tourism projects; participating in various local, domestic and international trade shows with strong benefit for working for tourism projects; marketing of NDT working for tourism projects through trade shows; supporting projects through participation in Tourism Indaba, World Travel Market and HICA; identifying suitable enterprise development programmes; identifying relevant financial and non -financial institutions; allocating operational funding in project budget; entering into institutional arrangements (MOA's) with industry partners and private sector to collaborate resources; appointing service providers to conduct

viability assessments/feasibility studies on identified projects requiring funding; developing SWOT analysis for individual projects; identifying potential surroundings of benefit to projects; conducting site visits to projects, enforcing use of sustainability checklist prior project approval; developing sustainability committee/working group for all projects. appointing hospitality consultants to develop standard contracts between operator and the owning agency; integrating sustainability as pre-requisite in order for proposals to be approved; implementing marketing plan for implemented facilities; managing the signing of handover MOAs with owning entities/Manage the project handover process.

ENQUIRIES : Mr JC Kuhlane Tel No: (012) 444 6474
NOTE : EE Preference will be given to Coloured Male, Asian Male and White Male Candidates.

POST 19/31 : **SUPPLY CHAIN CLERK REF NO: DT 10/2024**

SALARY : R216 417 per annum (Level 05), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and an appropriate recognised NQF 6 in Supply Chain Management or related field. LOGIS and BAS certificates. 1-2 years' working experience in Supply chain Management. Knowledge of BAS and LOGIS Systems. Knowledge of finance and supply chain management policies and procedures (PFMA, Treasury Regulations, and PPPFA) Ability to manage projects independently. Knowledge and skills in Financial Management and budgeting. Ability to formulate, interpret and apply Policies. Ability to liaise with and coordinate stakeholder's engagements. Knowledge of government processes and legislations. Good communicate skills both verbal and written. Good negotiation and advocacy skills. Ability to control budget of the component. Good telephone etiquette. Computer Literacy and with knowledge of standard packages. Sound organising and interpersonal skills. Strategic thinker with good problem-solving skills. Good interpersonal and presentation skills. Team worker who is able to also work independently without supervision. Ability to work under pressure and act with tact and discretion.

DUTIES : The successful candidate will be responsible for providing administrative and procurement support to the department and service providers. Receive requests to issue store items, approve and record issue vouchers. Check the document correctness (ICN, Description, Quantity) and capture vouchers on (IS) on LOGIS Integration and sign documents. Record, Fax and e-mail orders to internal clients. Receive orders from supervisors and record in internal written record book and excel report. Complete fax form before faxing/emailing orders to suppliers. Attach proof of fax form to the order documents. Record orders for Transit/Warehouse Store and File orders that are not for Transit delivery in the 0-9 File. Monitor and follow-up on outstanding orders in the 0-9 file and compile monthly reports. Check documents that are older than 30 days. Draft reminder letters on outstanding delivery. Contact suppliers to deliver, cancel and provide copy of invoice with proof of delivery. Approval of request on LOGIS. Check the correctness and completion of internal requisition form (i.e correct items captured, quotations and relevant signatures).Check if the correct ICN, Description and allocation are correct in the system. Check if the Central Database System has been consulted/utilised and specific goals points have been calculated. Request approval on LOGIS online and authorise on LOGIS mainframe. Approve request on LOGIS and Authorise request on RQAT.

ENQUIRIES : Ms S Mampuru Tel No: (012) 444 6237
NOTE : EE Preference will be given to Coloured Male, Asian Male and White Male Candidates.