

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 or by email to adreyer@tourism.gov.za
- CLOSING DATE** : 19 August 2024 at 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 . 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. The department currently has IT system challenges, please consider applying through physical delivery and posting as an addition to email application.

MANAGEMENT ECHELON

- POST 28/55** : **DIRECTOR: PROJECT MANAGER REF NO: DT12/2024**
(12 Months Fixed Term Contract)
- SALARY** : R1 216 824 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 Bachelor's degree (NQF 7) in Built Environment. A minimum of 5 years' working experience at middle management in built environment. Registration with the Council of South Africa. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and Practice noted. Knowledge of Engineering design and analysis. Technical knowledge of the built environment. Knowledge of financial administration processes and systems (WCS). Knowledge of PMBOK Guidelines. Management skills. Advanced technical report writing skills. Advanced communication skills. Strategic planning skills. Negotiation skills. Time management skills. Decision making skills. Advanced interpersonal and diplomacy skills. Contract management. Research and development skills. A valid driver's (minimum Code B) license. 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/>
- DUTIES** : Reporting to Chief Construction Project Manager, the successful candidate will be responsible for the following key functions: Identify construction management trends and opportunities for businesses processes improvement; making recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures; ensuring compliance with project progresses approved programs and relevant framework; ensuring the development and implementation of support tools; ensuring the implementation of sound effective and efficient internal control system; designing and ensuring implementation of project management methodologies for the projects' life-cycle; providing inputs to DBSA on conceptualisation of special major projects; managing the project change management process; managing service level agreements signed between the department and DBSA; ensuring that the final design conforms to the departmental quality standards and requirements; providing technical advice

on special projects and other related matters and maintaining relations with stakeholders; managing the process of appointment of service providers/contractors; overseeing the contract management services for EPWP construction projects; managing the design, planning, documentation processes and milestones of the projects; providing strategic and technical support to EPWP activities; ensuring the implementation of EPWP project; managing the co-ordination of special projects; developing a holistic maintenance on EPWP programmes; Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; managing the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; managing the commercial value add of the discipline-related programmes and projects; facilitating the compilation of innovation proposals to ensure validity and adherence to organizational principles; allocating, controlling and monitoring expenditure according to the budget to ensure efficient cash flow management; Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; developing and managing the operational plan of the PSP team and reporting on progress as required; establishing, implementing and maintaining efficient and effective communication arrangements; compiling and submitting all required administrative reports; quality controlling work delivered by employees; monitoring the budget and expenditures for the PSP team.

ENQUIRIES
NOTE

: Dr S Chettiar Tel No: (012) 444 6349 / schettiar@tourism.gov.za
: 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. 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.

OTHER POST

POST 28/56

: **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A-B) REF NO: DT11/2024**
(12 Months Fixed Term Contract)

SALARY

: R1 200 426 – R2 264 130 per annum, (Salary to be determined in term of the Occupational Specific Dispensation)

CENTRE
REQUIREMENTS

: Pretoria
: Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Public Service Regulations. Knowledge of Treasury Regulations and Practice noted. Knowledge of Engineering design and analysis. Technical knowledge of the built environment. Knowledge of financial administration processes and systems (WCS). Programme and project management skills. Computer-aided engineering and project application skills. Maintenance skills and knowledge. Legal and operational compliance skills. A valid driver's (minimum Code B) license. 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/>

DUTIES

: Reporting to the DDG, the successful candidate will be responsible for the following key functions: performing final reviews and approvals or audits on project designs according to project design principles or theory; coordinating design efforts and integration across disciplines to ensure seamless integration with current technology; managing the execution of project management strategy through the provision of appropriate structures, systems, and resources; setting project standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability; monitoring project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives; ensuring the availability and management of funds to meet the MTEF objectives within the project environment/services; managing the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; managing the commercial added value of the discipline-related programmes

and projects; facilitating the compilation of innovation proposals to ensure validity and adherence to organizational principles; allocating, monitoring, and controlling expenditure according to the budget to ensure efficient cash flow management; allocating, monitoring, and controlling resources; compiling risk logs (databases) and managing significant risk according to sound risk management practice and organizational requirements; providing technical consulting services for the operation of project-related matters to minimize possible project risks; managing and implementing knowledge-sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements, and return on investment; continuously monitoring the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; directing the development motivation and utilization of human resources for the discipline to ensure a competent knowledge base for the continued success of project services according to organizational needs and requirements; managing subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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