

National 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 for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: **02 September 2016 at 16h30 (E mailed, faxed and late applications will not be considered)**

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, identity document, proof of citizenship/permanent residence, if not an RSA citizen and a comprehensive CV (including three contactable references). 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 candidate 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 screening and security vetting and may further be subjected to competency testing to determine the suitability of a person for employment.

POST: **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT (NDT19/2016)**

SALARY: R 311 784 per annum (Total inclusive package of R 439 077/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's Degree/ National Diploma (NQF6) and experience in Human Resource Management/ Development or equivalent qualification coupled with relevant experience in the Human Resource Development field. Ability to manage projects independently. Knowledge and skills in financial management and budgeting. Negotiation and excellent communication skills (verbal and written). Ability to develop ideas that result in major changes on existing policy frameworks. Good computer literacy and use of standard packages.

DUTIES: The successful candidate will manage the part-time (internal) and full-time (external) bursary programme. Manage the Mentorship and Coaching of the Department of Tourism employees. Manage the department's intermediate and scarce skill internship programme. Develop and implement skills planning processes to compile the Workplace Skills Place (WSP) and adhoc training programmes/interventions. Coordinate and implement the ABET and Learnership programmes. Coordinate and facilitate the Compulsory Induction Programme and the departmental orientation programme. Monitor, evaluate and produce management reports on skills development interventions. Coordinate the development and implementation of policies. Render a Human Resource Development advisory service to the management of the department.

ENQUIRIES: Ms N Buthelezi, Tel. (012) 444 6149

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