

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: 12 February 2016 at 16:30 (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 to determine the suitability of a person for employment.

POST: **ASSISTANT DIRECTOR: PERSONNEL PERFORMANCE MANAGEMENT (NDT3/2016)**

SALARY: R 289 761 per annum (Total inclusive package of R 404 917/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's Degree/ National Diploma (NQF6) and experience in Human Resource Development. Prospective candidates should have proven skills in the following areas: Interpersonal relations, planning and organizing, innovations, computer literacy, presentation, analytical and communication. The candidates must be able to formulate, interpret and implement HR practice, procedures and policies. The candidate must have depth knowledge of Performance Management and Development System and Performance Auditing. The candidates must have good administrative, financial and project management experience.

DUTIES: The successful candidate will develop and implement effective performance management system. Manage the submission of Work-Plans and Performance Agreements. Conduct and manage first and final performance assessments. Manage performance incentive scheme. Provide secretary service during the moderation process. Plan, execute and report on performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigations of queries. Ensure the alignment and accuracy of the Performance Agreements / Work-plans to Business Plans and as well as alignment of assessment documents to Performance Agreements / Work-plans. Contribute to the development, review and maintenance of the Performance Management system and processes. Render a human resource advisory service to the management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Conduct information sessions.

ENQUIRIES: N Buthelezi, Tel. (012) 444 6149 / T Koena (012) 444 6154

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