

# 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:** **25 September 2015 at 16:30 (E mailed, faxed and late applications will not be considered). The department will be closed on 24 September 2015.**

**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:** **DEPUTY DIRECTOR-GENERAL: POLICY AND KNOWLEDGE SERVICES (NDT30/2015)**

**SALARY:** R 1 267 806 per annum (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 SAQA-recognised B degree (NQF7) plus a postgraduate qualification (NQF8) in a relevant discipline or equivalent qualifications coupled with a minimum of 8 years' proven experience at senior managerial level • Extensive experience and skills in public policy development and implementation and an understanding of the work of Government and the relevant stakeholders • Knowledge of the National Tourism Sector Strategy • Strong strategic planning and leadership skills • Analytical, innovative, problem-solving, interpersonal, financial and people management skills • Good report-writing skills • Proven track record of management of large-scale high budget projects • An understanding of and/or experience in Government-wide development programmes aimed at poverty alleviation and economic growth • A high level of computer literacy and the ability to communicate effectively at all levels • A very clear understanding of the tourism sector • A good understanding of Development Finance will serve as an advantage • A good understanding of the Public Service Regulatory Framework • A valid driver's licence and willingness to travel locally and internationally.

**DUTIES:** As a member of the Department's Strategic Management team, the incumbent will report to the Director-General. He/she will: • Be responsible for providing strategic and policy direction on Tourism Policy • Manage tourism research, knowledge management and services • Manage sector Monitoring and Evaluation • Manage oversight support for the Department's public entities • Manage the development and implementation of tourism sector incentives through the Tourism Incentives Programme including strategic product development linked to destination development • Manage the development and implementation of the National Tourism Sector Strategy • Manage the Department's law reform programme • Manage a system of intergovernmental and stakeholder cooperation and coordination for the tourism sector including support to MINMEC and its supporting structures • Manage interdepartmental policy integration and coordination • Manage sector transformation programmes including secretariat support to the Tourism Broad-based Black Economic Empowerment (B-BBEE) Sector Charter Council • Manage the office of the Registrar of Tourist Guides.

**ENQUIRIES:** Ms A Potgieter, Tel. (012) 444 6140 / Mr T Koena, Tel. (012) 444 6154

All shortlisted candidates for the above two posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, whilst selected interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

