

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: 19 October 2015 at 16h30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship 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). 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. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment.

POST: **DIRECTOR: ADMINISTRATIVE SUPPORT: POLICY AND KNOWLEDGE SERVICES (NDT31/2015)**

SALARY: R864 177 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) in Public Administration/Business Management or relevant field plus extensive relevant experience in the rendering of executive support services in a similar environment, A minimum of five-years' experience at a middle/senior managerial level.** Knowledge of government planning, reporting and M&E processes. Experience in coordinating secretariat services as well as conference organising. Knowledge of PFMA, Treasury Regulations and budgetary processes. Understanding of the Tourism Sector will be an added advantage. Skills and Competencies required: Strategic Capability and Leadership, Project Management, Planning and Organising, Advanced Financial and Budget Management, Stakeholder Liaison, High Level Communications (written and verbal), Change Management, Human Resources and Asset Management skills. Ability to work under constant pressure, pay attention to detail & deadlines, and solve problems.

DUTIES: The successful candidate will be responsible for the overall management of the office of the Deputy Director-General (DDG) and will perform the following functions: Provide high level administrative and executive support to the DDG and the branch; Coordinate branch strategic planning processes and reporting; Coordinate branch performance management through monitoring and evaluation; Develop and maintain effective correspondence, administrative and record management systems in the branch; Plan and coordinate branch meetings and stakeholder forums; Render financial, budgetary and supply chain management services. Support the DDG on policy issues and assist in monitoring the implementation of executive management decisions. Lead and manage special projects on behalf of the DDG. Draft and edit reports and other documents. Provide and render support on broader Human Resource Management.

ENQUIRIES: Mr T Koen, Tel. (012) 444 6154

NOTE: All shortlisted candidates for the above position 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 two (2) day competency assessment that will test generic managerial competencies. Appointment will be subject to signing of a performance agreement, employment contract and annual financial disclosure. Applications received may be used to fill other similar posts within six (6) months of the closing date.



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REPUBLIC OF SOUTH AFRICA

