

# 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: KNOWLEDGE AND INFORMATION MANAGEMENT (NDT33/2015)**

**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 Knowledge / Information Management or relevant field plus extensive experience in the Knowledge / Information Management field, A minimum of five-years' experience at a middle/senior managerial level;** Working knowledge of the Electronic Communications Act, 2005 (Act 36 of 2005) as well as on the latest developments in the knowledge and information field, such as the Social Media; Working knowledge of GIS, web technology, mobile technology, database development and management, etc; Experience in the management of human resources, financial resources, projects and programmes; Good communication skills (verbal and written); Good interpersonal, co-ordination and stakeholder liaison skills; An understanding of the Tourism sector in South Africa and globally is essential; Knowledge of the policy environment within which tourism operates; Client orientated; Candidates are expected to familiarise themselves with the Public Service environment.

**DUTIES:** Provide overall strategic management and leadership to the Directorate: Knowledge and Information Management; Develop and implement strategies and/or systems for tourism sector knowledge identification, capturing, processing and dissemination. Implement the National Visitors Information Centres Framework (NVIF); Implement and maintain the National Tourism Information Gateway (NTIG); Provide Geographical Information Systems Services; Provide Library and Information Services.

**ENQUIRIES:** Ms S Ngidi, Tel (012) 444 6326

**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.*



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

