

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:** **01 June 2018 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:** **DIRECTOR: STRATEGIC MANAGEMENT, MONITORING & EVALUATION (NDT 04/2018)**
- SALARY:** R 948 174 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 Social Sciences, Business Management, Public Administration or a related field; minimum of 5 years' middle/ senior management experience within the broader public sector. Knowledge of strategic planning, Government Planning and Reporting and relevant legislative and regulatory framework such as: the Constitution of the Republic of South Africa, the Public Finance Management Act, Treasury Regulations of 2005, Framework for Strategic Plans and Annual Performance Plans from National Treasury 2010, National Treasury's Framework for Managing Programme Performance Information 2007, Government Wide Monitoring and Evaluation Framework, Guideline for the preparation of the Annual Report, Performance Information Handbook. Strategy development knowledge and skills, Quality assurance principles knowledge and skills, Communication skills (both verbal and written), Conflict management skills, Risk management, research skills, Contract management, Public sector governance knowledge, Project management skills. Computer Literacy; A valid driver's license.
- DUTIES:** The successful candidate will be responsible for the following key functions; Developing frameworks and guidelines on strategic planning matters, Coordination of the development of the Strategic Plan, Annual Performance Plan and Business Plan for the Department, Coordinate performance monitoring and reporting requirements for the Department, Monitor the implementation of the strategic and Annual performance Plans for the Department, Coordinate annual review of the Departmental initiatives, Develop and maintain an organisational



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performance management system for the Department, Compile reports on Departmental progress in terms of Annual Performance Plan and Business Plans.

ENQUIRIES:

Mr T Koena, Tel. (012) 444 6154

NOTE:

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the 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 the performance agreement, employment contract and annual financial disclosure.



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