

# 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 May 2017 at 16h30 (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: KNOWLEDGE MANAGEMENT (NDT 04/2017)**

**SALARY:** R 898 743 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 Computer Sciences/Systems or related field; minimum of 5 years middle/senior Management experience, experience in strategy and policy development environment. Extensive experience in the field of software development, knowledge and information management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and management is essential. Working knowledge of Electronic Communication Act, Geographical Information Systems (GIS), web technology and mobile technology. Proven strategic management, Stakeholder Management, Project Management, Human Resource Management, Communication and leadership skills.

**DUTIES:** Lead the development and implementation of Knowledge Management policies & frameworks in support of National Tourism Sector Strategy implementation; Provide overall strategic management and leadership to the design and development of knowledge management systems; Develop and implement the knowledge management strategy and plans. Develop strategies for the knowledge management systems updates and maintenance; Ensure that the information and knowledge systems used by the department are constantly updated and implemented using best practices; Identify and collaborate with stakeholders for the development and management of the knowledge management systems and databases; Lead stakeholder relations management activities and ensure their alignment to other departmental initiatives; Lead the development, maintenance and quality assurance of the national tourism databases; Lead the information collection on various tourism sub-sectors; Manage the development of digital systems for collecting first-hand information; Lead the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Lead the collection and consolidation of knowledge from various sources to inform policy, planning, decision-making and departmental programmes; Ensure content is up to date and maintained continuously for all knowledge management systems.

**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.



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

