

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 to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)

CLOSING DATE: 08 January 2021 at 16:30 (Late applications will not be considered)

NOTE: E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, a CV with a font size of 10 and Arial theme font, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's licence where necessary. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day on the interviews. 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. Shortlisted candidates may further be subject to a job related test.

KINDLY NOTE THAT THE DEPARTMENT OF TOURISM WILL BE CLOSED FROM 24 DECEMBER 2020 UNTIL 3 JANUARY 2021. NO ACCESS WILL BE GRANTED INTO THE BUILDING DURING THIS PERIOD.

POST: **KNOWLEDGE MANAGEMENT OFFICER (DT22/2020)**

SALARY: R 316 791 per annum, excluding service benefits (Level 8)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised Bachelor's Degree or National Diploma (NQF 6). 2-3 years' relevant work experience in a strategy/policy development environment. A clear understanding of the Tourism sector in South Africa and globally. Knowledge of relevant Acts and Prescripts. Knowledge of procurement and budgeting processes. Advanced computer skills. Good communication and interpersonal skills. Ability to work individually and in a team. Ability to work under pressure. Good report writing skills. Sound organising and planning skills. A valid driver's licence.

DUTIES: The successful candidate will be responsible for providing administrative support for the development, review and implementation of the knowledge management strategy; Providing administrative support for the development, review and implementation of the National Tourism Knowledge Agenda; Providing administrative support for the development and implementation of knowledge management policies and frameworks in support of the National Tourism Sector Strategy (NTSS) implementation; Providing administrative support for the collection and consolidation of knowledge from various sources to inform policy, planning, decision making and departmental programmes.

EE REQUIREMENTS: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

ENQUIRIES: Mr M Lose. Tel (012) 444 6368