

## 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](mailto:recruitment@tourism.gov.za) (Maximum size of 5 MB)
- CLOSING DATE:** 22 October 2021 at 16:30 (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 copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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. Shortlisted candidates may further be subject to a job related test.
- POST:** **ASSISTANT DIRECTOR: PLANNING AND STRATEGY (DT12/2021)**
- SALARY:** R 376 596 per annum (including Benefits)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised three-year Degree/ National Diploma (NQF6) in Social Science, Business Administration / Public Administration plus minimum of 3-5 years' relevant work experience in strategic and business planning. Knowledge of Government Planning (legislation and cycle). Knowledge of the revised Framework for Strategic Plans and Annual Performance Plans. Understanding of the country's developmental agenda. Knowledge of Treasury Regulations of 2005 as amended. Knowledge of policy development, analysis and implementation. Knowledge and Understanding of relevant Acts and Prescripts. Good communication skills (verbal and written). Project Management skills. Project Management skills. Ability to pay attention to detail and to gather and analyse information. Ability to develop and apply policies. Ability to work long hours voluntarily. Ability to work individually and in a team. Ability to work under pressure. Good research skills. Good facilitation and presentation skills. Computer Literacy.
- DUTIES:** The successful candidate will be responsible for researching and providing assistance with the organisational performance management system; providing advisory services during branch empowerment workshops; coordinating and facilitating development of the draft of the Strategic Plan(SP) and the Annual Performance Plan (APP); providing support to branches on the development of the business plans / operational plans; analysing the branch's business plans / operational and ensuring alignment to the SP and APP; consolidation of the branches' business plan / operational plan into the departmental business plan; providing support with the development of Performance Agreements for the Director-General and Deputy-Directors General of the Department; compiling draft performance information on the Medium-Term Expenditure Framework database of the department to be submitted to finance; providing support with the analysis on the alignment of the Estimates for National Expenditure (ENE) with SP and APP; coordinating and facilitating development of the first draft on ENE Chapter;

analysing the alignment of the ENE with SP and APP; maintaining efficient and effective administrative support within the sub directorate: Planning and Strategy.

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

**ENQUIRIES:** Mr I Rabotapi, Tel. (012) 444 6734 / 071 407 5892 / 079 693 1813