

ADVERTISEMENT

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.
- CLOSING DATE:** **09 December 2022 at 16:30 (Late applications will not be considered)**
- NOTE:** Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 applicants 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 pre-employment screening and security vetting to determine the suitability of a person for employment.
- POST:** **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGY AND PLANNING (DT 43/2022)**
- SALARY:** R 491 403 per annum (salary level 10), excluding service benefits.
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised three-year Degree or Diploma (NQF Level 6) in Computer Science/ Information Management or related field. Minimum of 3-5 years' working experience in strategy and policy development environment. Experience in quality assurance of content for various information dissemination platforms. Understanding of database development essential. Working knowledge of Geographical Information Systems (GIS), web technology, mobile technology is an added advantage. Ability to interpret and apply policies, strategies and legislation. Knowledge of tourism and relevant policies. Willingness to travel. Ability to conduct research, gather and analyse information and draft documents. Ability to liaise with and coordinate stakeholder engagements. Ability to work under pressure, individually and in a team. A valid driver's licence.
- DUTIES:** The successful candidate will be responsible for conducting assessments for the development of the National Tourism Knowledge Agenda; coordinating the implementation activities for the National Tourism Knowledge Agenda; facilitating communities of practice for knowledge sharing and exchange; engaging internal stakeholders on the importance of knowledge management to influence organisational change; identifying sector knowledge management goals and objectives; monitoring, evaluating and reviewing of knowledge management policies and frameworks; enhancing and encouraging two way communication within tourism stakeholders through digital and online platforms; translating user needs into knowledge requirement; coordinating the development of content for tourism and tourism knowledge

management systems; capturing and codifying tacit knowledge to facilitate its reuse; coordinating the development of a knowledge base in order to support the tourism sector and departmental programmes, driving content creation for enhancing Tourism Knowledge Systems and other Knowledge Management Tools; coordinating the information management of knowledge repositories to ensure content is up to date and maintained continuously; facilitating content updates of tourism knowledge systems and modules including information sourcing and quality assurance of information; conducting stakeholder needs assessment and analysis to build tourism knowledge base; conducting benchmarking and analysis for the development of Knowledge Management Strategy; coordinating activities for successful implementation of Knowledge Management Strategy; facilitating best practices and approaches to knowledge management; distributing information through different communication channels in line with policy and legal prescripts.

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

ENQUIRIES: Mr M Lose Tel: 012 444 6368