

# 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:** **21 July 2023 (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](http://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: RESEARCH (DT24 /2023)**

**SALARY:** R 527 298 per annum (salary level 10)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised Degree (NQF 7)/ National Diploma (NQF 6) in Management Science, Social Science, Humanities or related field. A relevant postgraduate degree would be an added advantage. 3-5 years' working experience in a research related environment with relevant experience in research methodologies and design; experience in designing and applying research techniques for conducting policy research. Sound knowledge of data management and data analysis skills. Good understanding of the tourism sector. Good writing, project management and co-ordination skills. Knowledge of relevant quantitative and qualitative data analysis software. Stakeholder and people management skills. A valid drivers' licence.

**DUTIES:** The successful candidate will be responsible for initiating and compiling research concept documents and Terms of Reference to delineate research studies; initiating and compiling research proposals to direct and guide research studies; developing research project plans; conducting literature reviews, best practices and initiating research reports; assisting in designing relevant quantitative and qualitative methodologies for research studies; developing fieldwork plans in preparation for research data collection processes; assisting to formulate data collection instruments such as questionnaires, interview guides and focus group guides; providing consistent checks to ensure data integrity and accuracy; coordinating engagements in the planning, conceptualisation and execution of research

studies; initiating and developing draft Memoranda of Understanding and Service Level Agreements; preparing budget and expenditure reports for research studies; assisting to review, analyse and quality assure research outputs (proposals, fieldwork plans, data collection instruments, research reports) to ensure alignment with Terms of Reference; organising and coordinating meetings with project stakeholders; participate in the collection and analysis of the data; conducting initial analysis of research gaps and compiling draft analysis; assist to develop and manage databases, assisting to identify relevant platforms and events for dissemination of research findings, coordinate and provide secretariat support for research events and forums; provide general administrative support for research projects; coordinate and manage human resources.

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

**ENQUIRIES:** Ms M Mogane , Tel: 012 444 6351