

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:** **26 May 2023 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: STATE OWNED ASSETS (DT15/2023)**
- SALARY:** R 527 298 per annum (salary level 10), excluding service benefits
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised three-year qualification (NQF6) in Tourism Management, Economics or related studies. 3-5 years' working experience in project management and finance. Knowledge or experience in Expanded Public Works Program (EPWP). Knowledge or Experience on Contract Management. Strategic capacity and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management skills. Program and project management skills. Knowledge of change management. Communication skills. Knowledge and information management. Knowledge of tourism policies and procedures. Knowledge of South Africa's domestic and international policies in relation to Tourism. Knowledge and understanding of South Africa, regions and the continent. Computer Literacy (MS Office packages). Experience in basic Project Management.
- DUTIES:** The successful candidate will be responsible for providing support in conducting audit for tourism infrastructure and product at strategic state-owned tourism assets in line with market trends; identifying opportunities for tourism growth areas within destinations; identifying strategic tourism resources and product development priority needs needed at specific sites; carrying out implementation of product and infrastructure enhancement projects; coordinating the identified infrastructure and product development priority needs; providing support for the development of enhancement of tourism products; identifying and improving of developmental and market needs of state owned tourism assets; providing support in the development of plans and programmes for tourism product development of state owned tourism assets; providing assistance on the compliance of the plans, development and implementation with the PFMA; arranging the asset transfer process; facilitating the implementation of product and infrastructure projects in state owned assets; coordinating the procurement process of the service providers for the implementation of enhancement projects; providing support in monitoring of the implementation of enhancement project as per contractual agreements with service providers; reporting on compliance with agreements and the PFMA; supporting the implementation of the human development programmes as part of destination enhancement; coordinating the identified human development needs to enhance tourism state owned assets; liaising with relevant units within the department for intervention; coordinating the roll-out of necessary interventions; providing support to the directorate in financial management; providing inputs in preparations of the budget that are in line with strategic plans and department objectives; monitoring the implementation of the budget by projecting and reporting expenditure; providing inputs in the coordination of memorandum of understanding, service level agreements and expenditure review.
- EE REQUIREMENTS:** Preference will be given to African Male, Coloured Male and White Male Candidates.
- ENQUIRIES:** Mr N Chokoe, Tel: 012 444 6296