

# 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 for the attention of Chief Director: HR Management and Development to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE:** **18 October 2019, 16:30 (E mailed, faxed and 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 certified copies (Certified copies must not be older than 3 months) 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: STATISTICAL ANALYSIS (DT20/2019)**
- SALARY:** R 470 040 per annum, excluding service benefits
- CENTRE:** Pretoria
- REQUIREMENTS:** An appropriate recognised three-year National Diploma / Degree or equivalent qualification (NQF6) in Statistics/ Economics or related field. 3-5 years' experience in statistical analysis or related environment. Sound knowledge of data management, data analysis and statistical skills. Good understanding of the tourism sector will be an added advantage. Good writing skills, project management and coordination skills.
- DUTIES:** The successful candidate will be responsible for gathering, organising and verifying data. Assist with the analysis of tourism trends and patterns, Use statistical and data analysis programmes to analyse quantitative and qualitative data and information, Assist to identify tourism data sources and verify the quality of data, Provide consistent checks to ensure data integrity and accuracy, Facilitate access to tourism statistics and information, Assist to identify relevant platforms to disseminate tourism statistics and information, Initiate and compile draft dissemination plans, Organise and coordinate the dissemination of tourism statistics to tourism stakeholders. Assist in coordinating stakeholder engagement meetings on issues related to tourism statistics.
- ENQUIRIES:** Ms L Machitje, Tel. (012) 444 6317



**tourism**

Department:  
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**REPUBLIC OF SOUTH AFRICA**

