

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: TOURIST GUIDING GROWTH AND DEVELOPMENT (DT42/2022)**

SALARY: R 491 403 per annum (salary level 10), excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised Bachelor's degree/ National Diploma in Tourism Management or equivalent (NQF Level 6). Experience at Junior management /Supervisory level. Knowledge of the tourism / tourist guiding sector will be an added advantage. Ability to compile reports; analysis information; conducting research and producing quality work. Excellent communication and presentation skills and the ability to deal with difficult customers. Problem solving skills. Ability to work in a team, Project planning skills. Excellent organisation skills and ability to multi-task. Understanding of the legislative environment (tourism and tourist guiding). Understanding of government environment at all spheres of government. Knowledge of departmental policies and administration processes. Financial and computer literacy. Project management and communication skills. A valid driver's licence will be an added advantage.

DUTIES: The successful candidate will be responsible for conducting research on possible gaps and challenges and propose areas for improvement and interventions to address the challenges; developing the consultation framework and implementing and supervising the logistical arrangements to implement the consultation framework; implementing initiatives to grow and develop the tourist guiding sector such as training and capacity building programmes by developing project plans for all proposed interventions; implementing and supervising project deliverables, contracts and procurement processes in line with policies and prescripts; provision of regular reporting for all initiatives pertaining to growth and development of the guiding sector; implementing proper document management processes; identifying tools to be used for the monitoring and tracking of initiatives on a continuous basis. making recommendations

on areas for improvement emanating from the tracking exercise; identifying, proposing and co-ordinating stakeholder interventions to improve the growth and development of the guiding sector; ensuring quality and professional interactions with all stakeholders at all times within agreed frameworks and protocols; providing support to the National Registrar in the area of growth and development as outlined in the tourist guiding legislation including research support and the monitoring of key trends in the sector to have a better understanding of the state of the tourist guiding sector; developing information for briefing notes, reports and submissions; implementing initiatives to capacitate Provincial Registrars of Tourist Guides in areas pertaining to growth and development.

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

ENQUIRIES: Ms U Pillay 012 444 6386