

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: **03 April 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 STRATEGY DEVELOPMENT (DT05//2023)**

SALARY: R 491 403 per annum (salary level 10)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised relevant three-year National Diploma/ B Degree in Tourism/ Development Studies/ Policy Studies/ Public Administration or related field. 3-5years working experience in a Strategy/ Policy development environment. Understanding of Policy and Strategy Development Processes. Understanding of the PFMA & other relevant Acts/Legislation. Project Management, Stakeholder management and Management of Human Resources. Strategic Leadership, Planning and Execution. Policy Analysis and Research. Financial Management. Communication skills. Good report writing skills. Problem solving and conflict resolution skills. A valid code B drivers' licence.

DUTIES: The successful candidate will be responsible for supporting the tracking of national strategies from other sectors with impact to tourism; assisting in analysing national strategies from other sectors with impact to tourism and generating tourism positions. scanning of the environment to inform the development of national tourism sector strategies; coordinating stakeholder consultations on the development of national strategies; assisting in awareness creation on national tourism sector strategies; establishment and coordination of implementation, monitoring and reporting mechanisms for national tourism sector strategies; facilitating the alignment of national, provincial and local government tourism

sector strategies and implementation of national tourism sector strategies; coordinating the development of sector strategies implementation plans in line with the Departmental Monitoring and Evaluation Framework and Guidelines; coordinating the development of monitoring and evaluation reports and improvement plans; participating in various stakeholder platforms to track developments and gather information for reporting on the implementation of tourism sector strategies; generating progress reports on the implementation of national tourism sector strategies.

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

ENQUIRIES: Ms B Peege, Tel: 012 444 6612