

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: 22 September 2023 at 16:30 (E-mailed, faxed and 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. Shortlisted candidates may further be subject to a job-related test. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA

POST: **ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION X2 (DT 33/2023)**

SALARY: R 527 298 per annum (salary level 10), excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognized NQF level 6/7 qualification in International Relations/ Economics/ Tourism or related field. 3-5 years' working experience in a supervisory position within an International Relations or Tourism environment. Project Management skills. Sound knowledge and skills in stakeholder management, financial management and human resource management. Excellent writing and analysis skills. A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be responsible for facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with national priorities; coordinating South Africa's national interests and strategic partnerships with prioritised multilateral organisations and strategic formations; facilitating the development of the stakeholder consultation framework; assisting with the engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintenance of multilateral engagements database for the department; facilitating and updating the database and retrieving

information upon request; assisting in analysing international trends to identify the best practices; facilitating identification of points of interface with prioritised multilateral organisations; developing briefing notes and lobbying and for country positions; monitoring and reporting continuously in terms of multilateral engagements.

EE REQUIREMENTS: Preference will be given to Coloured Male and White Male candidates.

ENQUIRIES: **Mr V Maseko Tel: 012 444 6646**