

# 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](http://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: POLICY DEVELOPMENT AND REGULATIONS (DT 04/2023)**

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised three-year Bachelor's Degree or National Diploma in Public Administration, Tourism or related field. 3-5 years' working experience in a strategy/policy development environment. Knowledge of the PFMA and other relevant Acts/ legislation. Understanding of Policy and Strategy Development process. Understanding of Public Service Systems. Knowledge of project management, stakeholder management and management of human resources. Strategic leadership, planning and execution. Policy Analysis and Research. Financial Management and Communication. Good report writing skills. Problem solving and conflict resolution skills. A valid code B driver's licence.

**DUTIES:** The successful candidate will be responsible for analysing and sourcing tourism policy related information to inform the development and review of policy and regulatory framework; identifying misalignment between tourism policy and policies from other sectors and highlight implications to tourism; assisting in the provision of draft policy positions on other sectoral policy frameworks with impact to tourism; analysing global and national policy developments with impact on tourism; generating draft policy documents; identifying relevant stakeholders to conduct policy advocacy and ensure alignment; planning and facilitating the rolling out of policy advocacy; generating reports on policy advocacy; apply

project management approach in preparations for meetings, workshops, seminars, conferences and provide secretarial services; ensuring timely preparations and consolidation and distribution of minutes and other relevant documents; engage in policy discourses. perform other administrative and secretariat tasks and duties as assigned.

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

**ENQUIRIES:** Ms S Bopape Tel: 012 444 6304