

# 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: TOURISM VISITOR INFORMATION SERVICES (DT06/2023)**

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised relevant Degree/ National Diploma in Travel and Tourism/ Tourism Management. 3-5 years' working experience in visitor services and projects implementation/ project management. Knowledge and skills in financial management and budgeting. Ability to manage projects independently. Ability to formulate sound policies through analytical and innovative thinking. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills (written & spoken). Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Research and project management skills. Strategic thinking and problem solving.

**DUTIES:** The successful candidate will be responsible for the provisioning of Tourist Information Services; capturing, analysing and reporting on Visitor Statistics and visitor services; developing and managing of Visitor Information Centre (VIC) database; developing centralised tourism information database, VIC branding, capacity-building for VIC operations; promoting of responsible tourism and universal accessibility for VICs; co-ordinating provincial stakeholder database of tourist information; quality assurance of visitor

statistics; reporting on visitor statistics on a monthly basis or as may be required on ad hoc basis, following up on trends.

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

**ENQUIRIES:** Ms M Sesele Tel: 012 444 6438