

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: **13 June 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: **BRANCH COORDINATOR: CORPORATE MANAGEMENT (DT 22/2022)**

SALARY: R 744 255 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF level 7 qualification in Public Administration, Social Sciences or any related field. Minimum of 3 years working experience in a management (Assistant Director or equivalent) position. Sound knowledge of strategic planning, programme management, project management, budget and expenditure management, service delivery innovation. Knowledge of applicable legislations and prescripts governing public service (PFMA, Treasury Regulations, HR Regulatory framework, framework for Strategic Plans and Annual Performance). Knowledge of policy environment within which tourism operates will be an added advantage, Excellent planning, coordination, communication skills (written, verbal), Ability to work under pressure, to function independently and as part of a team. Demonstrate innovation and creativity. Proven skills in minute taking and report writing. A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be responsible for providing financial management support, consolidate budget inputs, monitor the Branch budget to detect over/under expenditure, report instances of deficit/excess expenditure during Estimate of National expenditure(ENE), Medium Term Expenditure Framework(MTEF), and adjustment Estimates(AE), ensure shifting of funds and journal entries to correct over/under expenditure, coordinate the provision of financial projects, provide Supply Chain Management support, detailed verification and interrogation of all supply chain

management transactions before forwarded to the Deputy Director-General, manage assets of the Branch in terms of availability and movements, manage assets of the Branch in terms of Supply Chain Management policies, coordinate and collate inputs for the Procurement, Demand Management Plans of the branch, coordinate the development of asset register, provide oversight on the procurement of goods and services, processing of invoices for payment, provision of administrative and programme, coordinate together with the HR, Strategy & Systems, Communication and Legal services on the implementation of relevant functions, coordination of the process of compiling the strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan, consolidate and coordinate branch quarterly performance reports, analyse evidence for performance reporting, package and load them on EDMS, coordinate inputs on the implementation and progress of Risk Management Plans, manage the branch Audit processes, provide support on programme special projects, prepare strategic documents, reports and presentation, conduct research, analyse and submit credible information, ensure proper filing of all electronics as well as hard copy documents, facilitate logistical support services, provide secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions), follow up on action plans/decision register, monitor EDMS workflows of the branch.

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

ENQUIRIES: Ms R Ngwenya (012) 444 6709