

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 X 424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: **14 July 2023 by 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. 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/>. The successful candidate will be required to an SMS pre-entry certificate prior to any appointment.

POST: **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (DT21/2023)**

SALARY: R 1 308 051 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 personal needs within a framework)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised B Degree (NQF7) in Human Resource or related field; minimum of 5 years Senior Management experience in a Human Resource environment; Extensive work experience in a complete range of Human Resources functions. In-depth Knowledge and experience of the Human Resources legislation and regulatory framework. Knowledge and experience in Security and Facilities Management will be an added advantage. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Proven experience, skills in policy development, implementation, stakeholder management. Public Finance Management Act and Treasury Regulations; Required Skills: Strategic Management and Leadership, Verbal and Written, Computer Literacy; Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Ability to articulate strategy and work under pressure. Incumbent must be self-driven, innovative and creative.

DUTIES: Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate; Render Strategic Human Resource Services

including champion the development, implementation of the of the Human Resource Strategy; Facilitate the development and implementation of effective talent management and retentions strategy; Oversee the development and implementation of training and development interventions for the Department; Facilitate an effective employee performance management and employee relations systems. Manage Security and Facilities Management; Manage and facilitate the provision of employee health and wellness including occupational health and safety.

ENQUIRIES:

Ms R Ngwenya, Tel. (012) 444 6710