

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: **29 November 2019 (E mailed, faxed and late applications will not be considered)**

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies (Certified copies must not be older than 6 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). 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 candidate 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 screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

POST: **DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGY, PLANNING AND INFORMATION MANAGEMENT (DT 07/2019)**

SALARY: A Total inclusive package of R 733 257 per annum/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised Bachelor's Degree or National Diploma (NQF 6) in Human Resources or related field. At least 3-5 years' working experience in HR or appropriate field. Experience in managing human and financial resources. Knowledge of MS Office, PERSAL and Vulindlela systems. Knowledge of the South African Constitution, Employment Equity Act, Basic Conditions of Employment Act, the Promotion of Equality and Prevention of Unfair Discrimination Act, the Labour Relations Act and other relevant Policies and Prescripts. Knowledge of relevant HR practices in the Public Service and in the Department Knowledge of change management principles and retention practices and principles. Good leadership, verbal and written communication skills. Project management and research skills. Computer literacy. Financial and number skills. Ability to work individually and in a team.

DUTIES: The successful candidate will be responsible for Aligning the HR plan to the Strategic Plan of the department; Coordinating the collection and analysis of data on human resource activities for reporting purposes; Monitoring and ensuring the analysis of human resources utilisation; Monitoring and evaluating activities from the HR Plan; Compiling HR Planning and any other related reports; Ensuring the HR plan is linked to the MTEF; Monitoring the implementation of the business plan; Aligning individual performance to the strategic objectives of the unit; Reporting on the strategic frameworks/ plans in the area of functional responsibility; Monitoring and ensuring effective and efficient coordination of activities; Compiling monthly, quarterly and annual reports; Planning, organising and controlling activities pertaining to the component;



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Provide support on the development and implementation of the Employment Equity Plan; Managing HR PERSAL Control in the department including the accurate recording of human resources information; Managing the appropriate classification of confidential information; Interpreting and analysing information in order to draft quality reports to management enabling them to take informed decisions; Managing the orientation of users on the safe usage of passwords and the protection of information; Monitoring the suspense file and investigating questionable transactions; Ensuring the registration of SCC's with Treasury (PERSAL).

ENQUIRIES:

Mr Mfana Percy Tshabane. (012) 444 6195

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