

# 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 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.
- NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) 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 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. 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/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.
- POST:** **DEPUTY DIRECTOR: TOURIST GUIDING GROWTH AND DEVELOPMENT (DT 08/2022)**
- SALARY :** R822 042 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 7 qualification in Tourism or any related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position. Sound Knowledge of the tourism/ tourist guiding sector. Ability to conduct research, compile reports, analyse information and produce high quality work. Excellent understanding of the legislative environment (tourism and tourist guiding). Understanding of the government environment at all spheres of government. Knowledge of departmental policies and administration processes. Sound knowledge and skills on project management, financial management, people management and empowerment. Excellent organising, communication and presentation skills. Ability to work in a team and to multi-task. A valid driver's licence and willingness to travel.
- DUTIES :** The successful candidate will be responsible for conducting research on growth and development within the sector, identifying gaps & challenges and proposed areas for improvement; Conceptualising documents on identified gaps and challenges with respect to the growth and development of the guiding sector; developing proposals on possible solutions and/or interventions to address the gaps and challenges; Develop a consultation framework to facilitate consultation processes with key stakeholders to solicit proposed solutions and interventions in addressing the challenges; Collate draft proposals/interventions to address the skills shortages or gaps in the tourist guiding sector; Facilitate implementation of approved projects according to the roles and responsibilities assigned to the project team; ensuring development and management of contracts with key stakeholders/service providers involved in various projects; managing all procurement processes related to growth and development projects in line with Supply Chain Management policies and prescripts; drafting and submitting detailed project reports for all initiatives; developing monitoring tools for all projects prior to the

project commencement; identifying key stakeholders to advance development and growth of the guiding sector; developing Memoranda of Agreements (MoAs) or Service Level Agreements (SLAs) to outline the nature of the collaboration with key stakeholders; supervising logistical arrangements and activities in line with the approved stakeholder management plan; providing information to the National and Provincial Registrars on the growth and development of the guiding sector; preparing briefing notes on growth and development of the guiding sector; giving support to Provincial Registrars and implementing interventions to capacitate Provincial Registrars on areas pertaining to growth and development.

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

**ENQUIRIES :** Ms U Pillay Tel No: (012) 444 6386 or upillay@tourism.gov.za

**CLOSING DATE:** 16 May 2022 at 16:30 (Late applications will not be considered)