

# 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](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:** **DEPUTY DIRECTOR: ENTITY OVERSIGHT (DT 21/2022)**

**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 Social Sciences, Public Administration or any other related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position preferably in an entity oversight environment. Proven experience and exposure to corporate governance processes and government planning and reporting cycle. Drivers' license. Sound Knowledge of applicable legislations and prescripts governing public entity oversight, protocols on Corporate Governance, PFMA, Treasury Regulations, framework for Strategic Plans and Annual Performance Plans 2010, framework for managing Programme Performance Management 2007, King Report & Code of Corporate Governance, Parliamentary tabling legislations and processes; Knowledge of Monitoring & Evaluation processes, planning guideline and cycles. Excellent skills in organising, interpersonal and stakeholder liaison. Skills on strategic planning, project management, financial management, people management and empowerment. Proven skills in minute taking and report writing. Ability to work independently under constant pressure in a strict deadline driven environment in a meticulous manner. A valid driver's licence, willingness to travel and work irregular hours.

**DUTIES:** Reporting to the responsibility manager, the successful candidate will be responsible for the following key functions: Facilitate Public Entity's governance and regulatory compliance framework for shareholder oversight support; Coordinate the appointment of members of the public entity's board; Facilitate the evaluation of the strategic and

annual plans, budgets and mandatory performance reports; Coordinate the process for amendment, approval and tabling of the strategic plans, annual performance plans and annual reports including general parliamentary support; Facilitate stakeholder interface, including meetings between the department and public entity as well meeting between the Executive Authority and the Board.

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

**ENQUIRIES:** Bahupileng Peege, Tel. (012) 444 6324