ADVERTISEMENT

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: 16 September 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.

POST: **DIRECTOR: KNOWLEDGE MANAGEMENT (DT 29/2022)**

SALARY: R1 073 187 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 Computer Sciences/Systems or related field; minimum of 5 years' middle/senior Management experience, experience in strategy and policy development environment. Extensive experience in the field of software development, knowledge and information management, and management. Experience in software development (C#, .net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle etc.) and systems development. Working knowledge of Electronic Communication Act, Geographical Information Systems (GIS), web technology and mobile technology. Proven strategic management, Stakeholder Management, Project Management, Human Resource Management, Communication and leadership skills. 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/

DUTIES: Lead the development and implementation of Knowledge Management policies & frameworks in support of the National Tourism Sector Strategy implementation and Tourism Recovery Plan; Provide overall strategic management and leadership to the design and development of knowledge management systems; Develop and implement the knowledge management strategy and plans. Develop strategies for the knowledge management systems updates and maintenance; Ensure that the information and knowledge systems used by the department are constantly updated and implemented using best practices; Identify and collaborate with stakeholders for the development and management of the knowledge management systems and databases; Lead stakeholder relations management activities and ensure their alignment to other departmental initiatives; Lead the development, maintenance and quality assurance of the national tourism databases; Lead the collection of information on various tourism sub-sectors; Manage the development of digital systems for collecting first-hand information; Lead the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Lead the collection and consolidation of information and content management for the systems from various sources to inform policy, planning, decision-making and departmental programmes; Ensure content is quality-assured, up to date and maintained continuously for all knowledge management systems.

EE REQUIREMENT: **Preference will be given to African Female, Coloured Female and White Female Candidates.**

ENQUIRIES: Ms N Silulwane, Tel. (012) 444 6402

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.