

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 for the attention of Chief Director: HR Management and Development to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE:** **18 October 2019, 16:30 (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 3 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: CLAIMS- CAPITAL INCENTIVES (DT 21/2019)**
- SALARY:** R 733 257 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:** An appropriate recognized (NQF6) qualification in Finance/Economics/ Commerce or related field. 3-5 years' working experience in a relevant environment such as financial support, incentive programmes or enterprise development. Key Requirements: Experience in drafting incentive programme guidelines. Experience in project management, people management and empowerment, financial management, reporting writing, stakeholder management and project management. Experience in developing and reviewing of administrative processes for incentive programmes. Analytical skills, communications skills (verbal and written), research skills, presentation skills, knowledge and information skills, conflict management, problem solving skills and planning and organising. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Office packages.
- DUTIES:** The successful candidate will be responsible for Drafting Guidelines on New and Revised Incentive Programmes; Reviewing proposals or concept documents; Ensuring alignment of incentives to the departments policies; Drafting guidelines for new and revised incentive programmes for approval; Ensuring that inputs from stakeholders are incorporated in guidelines; Facilitating the process of approval of guidelines and obtaining of all relevant signatures; Developing project plans to manage current incentives and introduce new incentives; Identifying relevant stakeholders for incentives and convene project teams; Developing performance indicators and managing the process of developing incentive schemes; Reporting on the



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progress of projects and ensuring that milestones are achieved; Reviewing administration processes for incentive programmes; Managing the administration processes and ensuring that they have been implemented in line with the requirements and provisions of the guidelines; Reporting on performance of projects on a monthly and quarterly basis; Contributing to the development of the unit's operational plan on an annual basis; Performing technical analysis to determine financial resources required to implement incentives and programmes; Overseeing the financial management of incentive programmes; Monitoring and reporting on budgets and expenditure of incentive programmes; Monitoring the development and maintenance of a stakeholder database; Liaising with key stakeholders relating to the development and implementation of incentive programmes; Developing and implementing a marketing plan for incentives; Marketing the Tourism Incentive Programme to relevant stakeholders; Ensuring that minutes and reports are developed for all meetings; Overseeing the follow up of actions required in relation to meetings; Overseeing the filing system for the relevant incentive programmes.

ENQUIRIES:

Mr Cassim Nakkooda, Tel. (012) 444 6582



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