

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: **21 July 2023 (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: **DEPUTY DIRECTOR: ENTITY OVERSIGHT (DT 22/2023)**

SALARY: R 811 560 per annum (salary level)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF6/ NQF 7 qualification in Public Administration, Business Administration, or equivalent. 3-5 years' working experience at managerial level within the public sector, preferably within a public entity oversight environment. Extensive knowledge of corporate governance processes. Knowledge of government planning and reporting mechanisms. Understanding of the tourism sector. Knowledge of the applicable legislations and prescripts that govern public entity oversight. Knowledge of relevant enabling legislation. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of planning guidelines and cycles. Computer literacy. Good interpersonal and stakeholder liaison skills. Good communication (verbal and written) skills. Organisational, coordination and planning skills. Decision-making skills. Accuracy and attention to detail. Ability to work independently. Ability to work under pressure and meet tight deadlines. Willingness to travel and work irregular hours.

DUTIES: The successful candidate will be responsible for developing, reviewing and managing an oversight system for the department; developing, reviewing and implementing compliance and accountability framework (e.g. reporting and compliance framework and stakeholder agreement) for monitoring performance and compliance; reporting on the public entity's compliance with PFMA, relevant laws and corporate governance related matters;

researching and recommending best practices for continuous improvements of the Department public entity oversight; managing the maintenance of records for all public entity oversight records; managing the process for the appointment and filling of vacancies of the Board; providing secretariat services to the committee or structure responsible for Board selection; monitoring and reporting on the establishment and functioning of the governance structures of the Board; developing mechanism for reporting on the annual performance of the Board; providing content for development of information documents/ packs for the Board induction processes; evaluating the public entity's strategic plans and annual performance plans for alignment with statutory mandate, planning frameworks, governments priorities and outcomes as well as applicable guidelines; coordinating inputs from programme managers into public entity strategies; managing and ensuring that the provision of feedback to the public entity on the departments evaluation of strategic plans, annual performance plans and quarterly reports; providing assistance with regard to the midterm and long term public entity review processes; providing recommendations for the approval of the public entity strategic plans and annual performance plans; coordinating the approval of the public entity's annual budget and in-year budget submissions; coordinating and facilitating public entity's quarterly presentations and briefings to Parliament; providing feedback on the approval and tabling of public entity's strategic plans, annual performance plans and annual reports; coordinating the processing of public entity's parliamentary questions and directives and follow-up on public entity's responsiveness to parliamentary questions and directives; acting as a focal point for communication between the department and the public entity; providing secretarial services for meetings between the Minister and the Board or public entity, following up on implementation of the decisions of the departmental and Minister's meetings with public entity; coordinating and processing the referral of departmental directives and queries to the public entity; coordinating the submission of public entity's inputs into Tourism Budget Vote and departments strategic plans, annual performance plans and annual report; coordinating public entity's planning and reporting information for governmental outcomes; coordinating and attending to audit queries in relation to public entity oversight and related matters; facilitating engagements between public entity and other relevant stakeholder such as National Treasury and DPME

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

ENQUIRIES: Mr Itumeleng Rabotapi, Tel: 012 444 6734, Cell: 079 693 1813