

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: **26 May 2023 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. 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: EVALUATION (DT14/2023)**

SALARY: R 958 824 (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 appropriate three-year Bachelor's Degree or National Diploma in Monitoring and Evaluation or related field. A post graduate qualification will be an added advantage. 3-5 year's working experience in M&E. Experience in research. Knowledge of monitoring and evaluation practices. Understanding of government wide M&E systems. Knowledge and understanding of government planning cycle. Knowledge of the National Development Plan. Knowledge of departmental policies and procedures. Research Skills. Monitoring and Evaluation Skills. Planning and project management skills. Human Resource management skills. Good communication and presentation skills. Basic knowledge of statistics. Willingness to travel A valid driver's licence.

DUTIES: The successful candidate will be responsible for ensuring that desktop research is conducted to develop and review M&E frameworks; aligning departmental M&E framework with government-wide M&E framework; ensuring the implementation of departmental M&E framework, conducting internal consultation to identify projects for evaluation, ensuring that secretariat support is provided for the departmental evaluation committee, developing and reviewing of departmental evaluation plan, participating at National Evaluation Committees for departmental projects identified, participating at government M&E forums, ensuring the evaluation of departmental programmes/ projects in line with departmental M&E framework and guidelines, developing proposals for evaluations approved in the departmental evaluation plan; developing data collection tools for evaluations; ensuring and conducting site visits for monitoring and evaluation; co-ordinating data analysis for M&E; ensuring the development of process evaluation reports in line with indicators identified; developing evaluation reports and improvement plans; ensuring implementation of improvement plans; assisting with the development of data collection guidelines for M&E; participating and providing inputs to data collection tools; assisting with training on data collection for evaluations; conducting site visit of data collection process; assisting with the development of data coding list; verifying and validating data captured on the M&E system; analysis of data collection; developing data collection reports.

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

ENQUIRIES: Mr T Mafela, Tel: 012 444 6371