

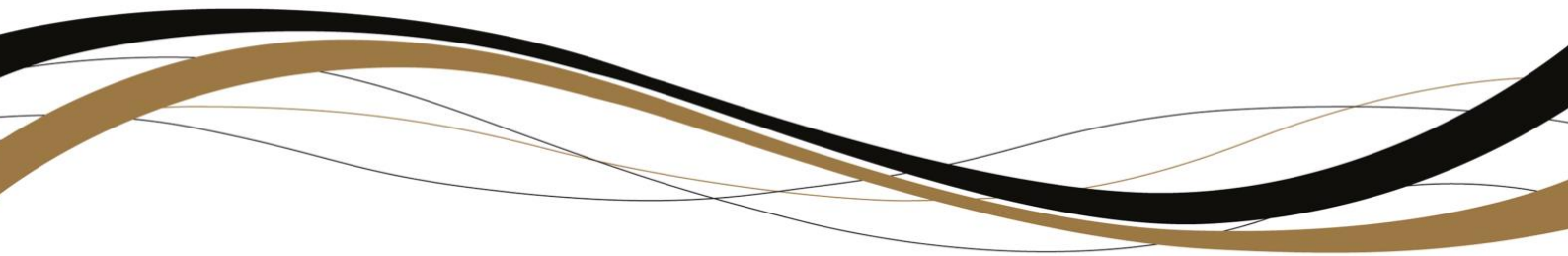
Department of Tourism

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.

INTERNAL ADVERTISEMENT

(EXTERNAL APPLICANTS MAY APPLY AS THEIR APPLICATIONS WILL BE CONSIDERED)

- 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:** **09 September 2022 at 16:30** (E mailed, faxed and 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. Shortlisted candidates may further be subject to a job related test.
- POST:** **JUNIOR B-BBEE VERIFICATION ANALYST REF NO: DT 27/2022**
SIX (6) MONTHS FIXED TERM CONTRACT
- SALARY:** R 211 713 per annum plus a monthly allowance of 37% in lieu of service benefits (Level 6)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised NQF 6 qualification in Finance or Economics. A post-graduate qualification will be an added advantage. One (1) year relevant working experience in the public or private sector. Experience in financial analysis and report writing. Knowledge of B-BBEE verification and analysis. Knowledge of B-BBEE Codes of Good Practice. Experience in managing stakeholder relations. Knowledge of the B-BBEE Verification Manual. Knowledge of the B-BBEE Act. Knowledge of the Preferential Procurement Policy Framework Act (PPPFA).
- DUTIES:** The successful candidate will be responsible for the following key functions: Develop specifications for the appointment of verification agencies; Develop verification templates for data collection; Assist with data collection on Skills Development from relevant directorates; Assist with data collection on Enterprise and Supplier Development from relevant directorates; Collect data on Socio-Economic Development from relevant directorates; Consolidate data on the required data templates; Conduct analysis of verification data; Present verification reports; Develop terms and references for the B-BBEE Verification Committee; Provide administrative and secretariat support to the B-BBEE Verification Committee; Develop name fields for the EDMS B-BBEE reporting system; Facilitate consultations with IT on the development of system specifications; Conduct user training on EDMS B-BBEE reporting system; Conduct awareness sessions on B-BBEE compliance; Manage data from different units for efficient reporting on B-BBEE.
- ENQUIRIES:** Mr M Mankge 012 444 6569



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Department:
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REPUBLIC OF SOUTH AFRICA

