

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: 13 June 2022 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: KNOWLEDGE MANAGEMENT OFFICER (DT 26/2022)

SALARY: R 321 543 per annum (salary level 8)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF level 6 qualification in Tourism Management, Administration, Information Technology, Knowledge Management or any other related field. Minimum of three years' working experience in a strategy/policy development environment. A clear understanding of the Tourism sector in South Africa and globally. Knowledge of relevant Acts and Prescripts. Knowledge of procurement and budgeting processes. Advanced computer skills. Good communication and interpersonal skills. Ability to work individually and in a team. Ability to work under pressure. Good report writing skills. Sound organising and planning skills. A valid driver's licence.

DUTIES The successful candidate will be responsible for providing administrative support for the development, review and implementation of the knowledge management strategy; Providing administrative support for the development, review and implementation of the National Tourism Knowledge Agenda; Providing administrative support for the development and implementation of knowledge management policies and frameworks in support of the National Tourism Sector Strategy (NTSS) implementation; Assisting the Directorate: Knowledge Management with administrative tasks; Assisting with quality assurance of documents, data and information; Providing administrative support for the collection and consolidation of knowledge from various sources to inform policy, planning, decision making and departmental programmes.

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

ENQUIRIES: Mr M Lose. Tel (012) 444 6368