

# 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](http://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 26/2023)**

**SALARY:** R 359 517 per annum (salary level 8)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised NQF Level 6/ Level 7 in Tourism/ Administration or related field. 2-3 years' work experience in a strategy/ policy development environment. A clear understanding of the tourism sector. A valid driver's license.

**DUTIES:** The successful candidate will be responsible for conducting desktop research on the development, review and implementation of the knowledge management strategy; conducting research on document management and generating knowledge material to be published in both web-based and printed forms; organising logistical arrangements for a structured stakeholder consultation process in relation to knowledge management strategy development, review and implementation; developing, updating and maintaining stakeholder databases for knowledge management strategy and planning; receiving, recording and circulating minutes, action lists to stakeholders in preparation for the development, review and implementation of the knowledge agenda; assisting in reviewing the implementation plan for the knowledge agenda; identifying and supporting knowledge management tools required for the implementation and management of the knowledge agenda; assisting in developing business requirements documentation for system identified for the knowledge agenda; packaging and updating stakeholder database in line with knowledge agenda implementation plan; conducting desktop research aimed at the development, reviewing and implementing of concepts for knowledge agenda; collecting and compiling information on various knowledge management frameworks for policy

formulation and review purpose; assisting in the development and review of the stakeholder consultation plan for various knowledge sessions; analysing tourism stakeholder information needs for the development of knowledge management frameworks; organising, reviewing and managing relevant stakeholder database for implementing the Knowledge Management framework aligned to the National Tourism Sector Strategy (NTSS); analysing , capturing and packaging content received from various sources in order to update the Tourism Knowledge Portal and related systems; quality assuring and updating content on the Tourism Knowledge Portal and other knowledge management repositories; assisting in logistical arrangements for various knowledge exchange events such as information session, workshop and seminars; developing checklists and templates for data integrity and quality standards; supplying and generating scheduled and ad-hoc statistical reports from the databases; providing administrative support; administering invoices for signatures and processing by supply chain and finance; reviewing requests for quotations (RFQ) for procurement of knowledge management and related activities; managing and registering incoming and outgoing documents.

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

**ENQUIRIES:**              Mr M Lose 012 444 6368