

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: 22 September 2023 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. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA

POST: **PROFESSIONAL DEVELOPMENT OFFICER (DT36/2023)**

SALARY: R 359 517 per annum (salary level 10), excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF 6/7 in Human Resources Development, Tourism, Public Administration or equivalent qualification. 2-3-years' working experience in a related environment. Knowledge of HR practices and procedures. Knowledge and understanding of Administrative procedures. Financial and project management skills. Sound knowledge of Personnel management. Understanding of financial delegations and Protocol. Sound organising and planning skills. Good communication skills. Computer Literacy.

DUTIES: The successful candidate will be responsible for supporting the establishment of national body/agency to coordinate the skills training systems; providing support in the implementation of the Executive Development programme for women; providing support in the implementation of the Tourism Human Resource Development Strategy (TSHRD) initiatives i.e. RPL; providing support in the professionalization and continued development of TSHRD; facilitating communication with industry association to professionalise certain tourism related professions; coordinating logistical

arrangements for stakeholders' engagements; maintaining stakeholder database; providing secretariat services and logistical arrangements for professionalization and development structure meetings; ensuring proper recording and safe keeping of structure and other meeting minutes; coordinating sub-directorate travel arrangements including Subsistence & Travel (S&T) Claims.

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

ENQUIRIES: Ms. CT Madlala, Tel: 012 444 6416