

# 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:** **STRATEGY DEVELOPMENT OFFICER (DT25/2023)**
- SALARY:** R 359 517 per annum (salary level 8)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised NQF Level 6/ Level 7 in Public Administration/ Tourism or related qualification. 2-3 years' working experience in a strategy/ policy development environment. Ability to work individually and in a team. Ability to gather and analyse information. Ability to work under pressure. Understanding of Sector Strategy Development processes. Understanding of policy development processes. Good interpersonal; and presentation skills. Good report writing skills. A valid driver's license (Code B).
- DUTIES:** The successful candidate will be responsible assisting in conducting environmental scans to inform national sector strategies development; assisting in the development of national sector strategies; assisting with stakeholder consultations on the development of national sector strategies; assisting with awareness creation on national tourism sector strategies; assisting in generating reports on the implementation of national tourism sector strategies; assisting with promoting alignment between national, provincial and local government tourism sector strategies; assisting in developing implementation mechanisms for tourism sector strategies; assisting in generating progress reports on tourism sector strategies; handling routine enquiries e.g. referrals, memos, letters etc.; distributing documents/ packages to various stakeholders; keeping records of all incoming and outgoing documents; assisting in drafting letters, submissions and internal or external memorandums.
- EE REQUIREMENTS:** **Preference will be given to Coloured Male, and White Male Candidates.**

**ENQUIRIES:**

Ms BR Peege/ Ms B Mathabathe 012 444 6324/ 012 444 6300