

Chief Director: Tourism Growth, Development and Transformation

Salary notch: R988 152 per annum all-inclusive remuneration package (SL 14) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/1) • Mahikeng

Job purpose: Plan and execute programmes and projects that support tourism growth development and transformation.

Requirements: • Degree in Tourism Management or equivalent qualification in related field • 8 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management skills • Good computer literacy • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Manage the registration of tourist guides and tourism businesses as per legislation by developing systems and processes • Manage and monitor tourism industry transformation and education • Manage quality assurance programmes to enhance service norms and standards in partnership with the private sector • Initiate tourism enterprise development and job creation opportunities in order to maximise the total tourism value chain • Monitor the development and implementation of skills development initiatives for the tourism industry • Enforce compliance with tourism legislative and regulatory prescripts • Coordinate tourism investment initiatives among Government and the private sector.

Chief Director: Tourism Planning

Salary notch: R988 152 per annum all-inclusive remuneration package (SL 14) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/2) • Mahikeng

Job purpose: Coordinate integrated tourism research, planning and policy development.

Requirements: • Degree in Tourism Management or equivalent qualification in related field • 8 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management skills • Good computer skills • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Coordinate the integration and alignment of Provincial, National and Local Government tourism plans • Monitor and evaluate the performance of the tourism industry strategies and plans • Monitor the implementation and impact of Provincial and Municipal tourism strategies and plans • Initiate the development of tourism research agenda, policies and related activities • Initiate research partnerships with academic institutions and other relevant stakeholders.

Director: Tourist Guiding and Regulatory Services

Salary notch: R819 126 per annum all-inclusive remuneration package (SL 13) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/3) • Mahikeng

Job purpose: Manage tourist guiding and tourism business registration.

Requirements: • LLB/degree or equivalent qualification in a related field • 8 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management skills • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Manage the development of systems and processes for the registration of tourist guides and tourism businesses • Manage compliance with applicable legislative requirements for registration of tourist guides and tourism business • Manage and facilitate the resolution of tourism complaints • Monitor the compliance of B-BBEE and tourism sector codes • Manage the registration and renewal of tourist guides and tourism businesses permits.

Director: Planning and Industry Performance

Salary notch: R819 126 per annum all-inclusive remuneration package (SL 13) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/4) • Mahikeng

Job purpose: Manage tourism planning initiatives, and monitor and evaluate industry performance.

Requirements: • Degree in Tourism Management or equivalent qualification in a related field • 3-5 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management skills • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Monitor and evaluate tourism industry performance • Manage spatial tourism planning initiatives • Manage and monitor the implementation of the Provincial Tourism Sector Strategy • Manage the implementation of planning partnership projects and programmes • Initiate the development of intervention strategies to ensure the implementation of various tourism plans.

Director: Tourism Growth and Development

Salary notch: R819 126 per annum all-inclusive remuneration package (SL 13) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/5) • Mahikeng

Job purpose: Manage tourism infrastructure supporting programmes, tourism investment promotion and quality assurance.

Requirements: • Degree in Tourism Management or equivalent qualification in a related field • 3-5 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management skills • Good computer literacy • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Manage the assessment of the demand, supply, capacity and impact of existing and planned tourism support • Facilitate the establishment of partnerships for the promotion and development of the tourism industry • Manage the alignment of tourism investment initiatives among Government and the private sector • Manage the compilation and dissemination of quality assurance-related information • Manage the development of tourism and hospitality service standards.

Director: Tourism Sector Transformation and Education

Salary notch: R819 126 per annum all-inclusive remuneration package (SL 13) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/6) • Mahikeng

Job purpose: Manage and monitor tourism sector transformation and education.

Requirements: • Degree in Tourism Management or equivalent qualification in related field • 3-5 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Manage the promotion and implementation of transformation and capacity building programmes within the tourism industry • Manage the implementation of tourism awareness and educational programmes • Manage the identification and implementation of programmes for tourism enterprise and skills development • Manage implementation of B-BBEE and tourism sector codes • Manage the implementation of tourism service excellence, safety initiatives and community beneficiation initiatives.

Director Research and Policy Development

Salary notch: R819 126 per annum all-inclusive remuneration package (SL 13) (70% of basic salary pensionable and 30% flexible portion for medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/7) • Mahikeng

Job purpose: Manage research programmes and monitor the implementation of Tourism policies, strategies and regulatory frameworks.

Requirements: • Degree in Tourism Management or equivalent qualification in a related field • 3-5 years' experience at Management level in a related field • Proven strategic planning skills • Advanced project management skills • Good research and analytical skills • Valid driver's licence. **Knowledge:** • In-depth knowledge of tourism-related policies and strategies • Extensive knowledge and understanding of the tourism value chain • In-depth knowledge of prescripts and processes applicable within the Public Service such as the Public Finance Management Act • Good understanding of Provincial Tourism dynamics.

Duties: • Manage and facilitate the development of systematic and realistic monitoring and evaluation plans • Initiate the commissioning of tourism baseline surveys • Monitor the implementation of research studies outcomes, knowledge management, provincial tourism policy guidelines and norms and standards • Manage administrative and related functions such as publication of research reports, survey reports and other related tourism data • Develop the new knowledge architecture in the Province.

Enquiries for the above 7 positions: Mr TK Phatudi, tel. (018) 388-4777/4776.

Director: Supply Chain and Asset Management

Salary notch: R819 126 per annum all-inclusive remuneration package (SL 13) (70% basic salary pensionable and 30% flexible portion medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/8) • Mahikeng

Requirements: • Appropriate and recognised Bachelor's degree in Commerce or equivalent qualification with at least 3-5 years' relevant work experience at Middle Management Level in SCM • Excellent communication skills (verbal and written) • Statistical analysis skills • Strategic thinking and ability to interpret and apply policies • Interpersonal and interaction management skills • Report-writing, negotiation and facilitation skills • Computer literacy • Ability to work under pressure and deliver to tight deadlines • Valid driver's licence. **Knowledge:** • Extensive knowledge of Supply Chain Management Framework and other related prescripts, Public Financial Management Act and Treasury Regulations • Knowledge of and experience in the Asset Management Framework, LOGIS and Supply Chain Management • Knowledge of and experience in asset management and as a LOGIS System Controller.

Duties: • Manage the formulation and implementation of the Supply Chain Management Framework, policy and procedure • Manage the provision of supply and logistics of goods and services in the Department • Manage demand and acquisition • Manage safekeeping, utilisation and maintenance of the departmental assets • Manage lease agreement and monthly reconciliation process between the relevant financial systems • Manage and reconcile the asset register with the ledger and facilitation disclosure in the annual financial statement • Manage investigations of assets not found during and after performing the stock-take function • Administer the departmental bid committees.

Enquiries: Mosepe Moliwanyane, tel. (018) 388-5176/4036

Deputy Director: BAS System Controller

Salary notch: R532 278 per annum all-inclusive remuneration package (SL 11) (70/75% basic salary pensionable and 30/25% flexible portion medical, 13th cheque, car allowance, housing allowance and non-pensionable cash allowance) (Ref. K23713/9) • Mahikeng

Job purpose: To implement and maintain the Basic Accounting System within the Department, by providing user support and ensuring effective, efficient and transparent utilisation of BAS.

Requirements: • 3-year tertiary qualification in Accounting/Commerce or Information Systems • 3-5 years' relevant experience • Computer literacy • Report-writing, financial training and analytical skills • Numerical skills • Interpersonal skills • Valid driver's licence. **Knowledge:** • Extensive knowledge of BAS, PERSAL and WALKER • Knowledge of GRAP, PFMA, MFMA and Treasury Regulations.

Duties: • Ensure efficient, effective and transparent utilisation of BAS in the Department • Maintain system security and departmental code structure on BAS • Ensure collection or recovery of departmental debtors • Ensure and control month/year-end closure processes • Ensure that suspense/ledger account are cleared and reconciled.

Enquiries: Tshogofatso Sewedi, tel. (018) 388-3601

Directions to Applicants

Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service Office, and should be accompanied by the following documents: Certified copies of qualifications and Identification Document, a Curriculum Vitae with competencies and experience, and full names, addresses and telephone numbers of at least three referees.

Applicants with foreign qualifications must submit a SAQA evaluation report on the qualification. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department.

Appointment of successful candidate(s) will be strictly subject to the Personnel Suitability Checks result/outcome. Failure to comply with the above requirements will result in the disqualification of the application.

Completed applications should be forwarded to the Director: Human Resource Management, Department of Tourism, Private Bag X2145, Mmabatho 2735 or hand delivered at the Telkom Building, 3366 Besemmer Street, Industrial Site, Mafikeng (behind the Crossing Shopping Complex), for attention: Ms Keolebogile Rasebitse or Mr Donald Morwane.

The North West Department of Tourism is an Affirmative Action Employer with the intention of promoting representivity (race, gender and disability) through the filling of these posts.

NB: The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

Closing date: 5 December 2014

