



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following position/s:

ASSISTANT DIRECTOR	:	TOURISM PLANNING
SALARY NOTCH	:	R 470 040 PER ANNUM
SALARY LEVEL	:	10
REFERENCE NUMBER	:	ASD-TOUR PLANNING 11/AUG 2021

REQUIREMENTS: • An appropriate Bachelor's Degree/ Three-year National Diploma in Tourism Management or Travel and Tourism Management or any relevant equivalent qualification at (NQF level 6/7) as recognized by SAQA. • A minimum of Three (3) years Administrative experience in one or more of the following areas: Tourism Planning/Product Development/Tourism Project Packaging and Implementation/ Community Development Facilitation/Investment Promotion/ Tourism Strategy Formulation/Analysis of tourism policies and project management • A valid driver's licence.

COMPETENCIES NEEDED: Broad knowledge of Constitution of the Republic of South Africa, KZN Tourism Act No 4 of 2014, KZN Tourism Act of 1996 as amended in 2002, The White Paper on Development and Promotion of Tourism in South Africa, Provincial Growth Strategy and Plan, Provincial Spatial Economic Development Strategy, The White Paper on Development and Promotion of Tourism in KwaZulu Natal, National Rural Tourism Strategy, Domestic Tourism Growth Strategy, National Strategy on Heritage and Cultural Tourism, Service Delivery (Batho Pele principles), Provincial Tourism Master Plan, National Tourism Sector Strategy, Broad Based Empowerment Act, and other relevant Provincial and National strategies and Tourism SMME Development. • Knowledge and understanding of the regulatory framework for the Public Service e.g. Constitution, Public Service Regulations, Public Service Act, Public Service Code of Conduct, PFMA, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act. • Ability to communicate at all levels: National and Provincial Departments, Senior Management, Private Sector Organizations and General Public. An ability to adapt to a dynamic work environment. • Understanding of departmental / Government priorities and mandates.

The candidates should demonstrate excellent skills in: Analytical and innovation thinking, research and policy analysis skills, Facilitation and Co-ordination skills, Community development facilitation skills, Excellent Communication and interpersonal skills, Internal/external stakeholder coordination and stakeholder relations, Ability to interpret and apply policies, Presentation skills, Negotiation skills, Report writing skills, Time management, Administrative management, Financial management, Project

management, Computer literacy, Assertiveness skills; Basic driving Skills, Good public speaking skills. • Candidates must be self-driven, motivated, results oriented and professional.

KEY PERFORMANCE AREAS: • Identify tourism sector plans for municipalities and ensure alignment with National and Provincial plans • Facilitate the development of meaningful economic linkages by involving local communities • Establish and monitor the functioning of Provincial and Local Tourism Coordinating Structures and provide secretariat services. • Provide advice and guidance and input to policies • Manage the resources of the unit.


ENQUIRIES:

MS AYANDA ZONDI

CONTACT:

(033) 264 9320

NOTES TO CANDIDATES

1. The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity and affirmative action employer. Applications from candidates whose appointment will bolster the Employment Equity profile of the Department will serve as an added advantage and will be considered favorably; hence candidates from designated groups as defined in the Employment Equity Act are encouraged to apply. 
2. Location: **PIETERMARITZBURG** (Not unless otherwise specified for the post)
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time prior to an appointment being made.
4. All applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department which must be originally signed and dated. **A new Z83 application form for applying for employment became effective from the 1st of January 2021. The new Z83 application form can be downloaded at www.dpsa.gov.za-vacancies** The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship and previous employment verifications). The Department will conduct a reference checks with the HR of the current and or /previous employer(s) apart from referees listed.**

6. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s).
7. **Failure to submit all the requested documents will result in the application not being considered.**
8. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.

10. CLOSING DATE FOR RECEIVING APPLICATIONS: 06 SEPTEMBER 2021 AT 16H00

11. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
12. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
13. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
14. **Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Head of Department, Department of Economic Development, Tourism AND Environmental Affairs, Private Bag x9152, PIETERMARITZBURG, 3200 for the attention of Ms Nozipho Xolo. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**