

ORGANISATIONAL PERFORMANCE MONITORING AND REPORTING SPECIALIST

Fixed Term Contract: 12 months

A vacancy exists for an Organisational Performance Monitoring and Reporting Specialist at South African Tourism's Head Office in Sandton. This position reports to the Head: Strategic Planning, Evaluation and Programme Management. If you possess the required skills, experience, and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

KEY OUTPUTS

Performance Information Monitoring & Reporting System

- Review, enhance, and maintain the entity's monitoring and reporting system, including organisational structures, management processes, performance standards, strategies, plans, indicators, information systems, reporting lines, and accountability relationships for performance information management, as well as monitoring and reporting, that align with the government-wide monitoring and evaluation system and relevant public sector frameworks and legislation.
- Develop and/or review the entity's Performance Information Management Framework and ensure alignment with prevailing public sector frameworks, guidelines, and legislative requirements in relation to performance information management, monitoring, and reporting.
- Ensure South African Tourism's full compliance with public sector performance information management, monitoring, and reporting legislation and requirements.

Performance Information Management & Analysis

- Collect, analyse, verify, and consolidate performance information on a monthly, quarterly, and annual basis against the Annual Performance Plans, and the Annual and Divisional Operational Plans.
- Ensure the accuracy, reliability, credibility, and timeliness of performance information at a business unit and organisational level.
- Develop performance dashboards based on performance against the Annual Performance Plan, and the Annual and Divisional Operational Plans.
- Support internal and external audits of non-financial performance information.
- Ensure that the outcomes of monitoring and reporting inform strategic and operational planning, evaluation of implementation programmes, and budget formulation.

Compliance, Governance & Stakeholder Reporting

- Produce timely and accurate reports and presentations on the entity's performance for Parliament, the Shareholder, the Department of Tourism, the South African Tourism Board, ExCo, and other stakeholders on a monthly, quarterly, and annual basis.
- Promote accountability through accessible and accurate performance information management, monitoring, and reporting.
- Collaborate with the Department of Tourism and ensure alignment with compliance requirements.
- Keep abreast of regulatory changes in public sector monitoring and reporting frameworks, regulations, requirements, and ensure SAT's compliance thereto.

Systems & Technology Integration

- Manage and optimise the utilisation of Monday.com across the organisation in relation to performance information management, monitoring, and reporting.
- Ensure that monitoring and reporting systems are integrated with existing management and decision-making systems.
- Explore and introduce systems to automate performance information management, monitoring, and reporting.

Best Practice & Innovation

- Identify and implement best practices for performance information management, monitoring, and reporting.
- Consider innovation on performance information management, monitoring, and reporting.

Capacity Building & Support

- Provide training, induction, and support to staff on performance information management, monitoring and reporting.
- Build awareness and capability across the organisation on performance information management, monitoring and reporting.

Business Unit Administration & Risk Management

- Manage allocated budget and prepare expenditure reports.
- Manage schedule for performance information management, monitoring, and reporting across the entity.
- Identify and mitigate operational risks pertaining to performance information management, monitoring, and reporting.
- Maintain accurate, real-time filing and record-keeping.
- Support business unit performance, reporting, and compliance.

QUALIFICATIONS AND EXPERIENCE

- Relevant Bachelor's Degree or Post-graduate Degree in public sector planning, and/or performance information management, monitoring, reporting, and/or auditing, or equivalent.
- Qualification in Business Management and/or Commerce and/or Auditing will be an added advantage.
- Minimum of 6 to 8 years' collective experience in public sector planning, performance information management, monitoring, and reporting, of which at least 3 years should be at a management level.
- At least 3 years' experience in reporting to an Executive Committee, a Board, a Shareholder, and Parliament.
- At least 5 years' experience in a public sector auditing environment, particularly in relation to public sector planning, performance information management, monitoring, and reporting.

KNOWLEDGE AND UNDERSTANDING

- Knowledge and understanding of all relevant legislation and regulations that govern the Public Service, including the PFMA and Treasury Regulations, the Public Service Act, and the Labour Relations Act.
- Knowledge and understanding of statutory and legislative requirements for public sector planning, performance information management, monitoring, and reporting.
- Knowledge and understanding of public sector auditing requirements in relation to performance information management, monitoring, and reporting.
- Knowledge and understanding of Government priorities and imperatives.
- Fully proficient in the MS Office suite at an advanced level.

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net

Closing date : **24 October 2025**

Should you have not heard from us within two weeks after submitting your application, kindly consider your application unsuccessful.

No late applications will be accepted.