

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 delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 24 April 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 12/73** : **DEPUTY DIRECTOR: TOURISM B-BBEE CODES REF NO: DT 21/2026**
- SALARY** : R1 059 105 per annum (Level 12) (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation).
- CENTRE REQUIREMENTS** : Pretoria
: A recognised NQF 7 qualification in Tourism Management/ Public Management/ Business Management/ Policy Development/ Development Studies/ Economics. A post graduate qualification will be an added advantage. Five (5) years' relevant working experience in the field of Research/ Policy Implementation and monitoring within the Tourism Sector/ Broad-Based Black

Economic Empowerment/ Economic Cluster, of which three (3) years must be at supervisory/ management (ASD) level. The candidate must have an understanding of transformation policy and its imperatives; knowledge of tourism environment, B-BBEE, research and statistical analysis; B-BBEE verification or auditing, and knowledge of funding models, incentives, grants, concessions and other levers to advance economic transformation. Policy development skills. Policy advocacy skills. Monitoring and Evaluation skills. Project Management skills. Knowledge of amended B-BBEE Act 46 of 2013. Knowledge of Tourism Act No. 3 of 2014. Knowledge of Employment Equity Act, No 55 of 1998. Knowledge of the Revised National Tourism Sector Strategy. Knowledge of the Amended Generic Codes of Good Practice and the Amended Tourism B-BBEE Sector Code. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for developing Tourism B-BBEE Sector Code in line with the Generic Codes of Good Practice of the Department of Trade, Industry & Competition, verifying the Department of Tourism for compliance with B-BBEE, developing Tourism B-BBEE Portal to monitor the implementation of the Tourism B-BBEE Sector Codes, developing reports on the implementation of the Tourism B-BBEE Sector Code and state of transformation in the tourism sector; developing Terms of Reference to outline the scope of research work on the extent of transformation in the tourism sector; conducting a survey in the tourism sector to collect quantitative information/ data from a sample of the population; developing research reports on the extent of transformation in the tourism sector; developing implementation and verification guidelines on Tourism B-BBEE Sector Codes; developing a simplified guide on Tourism B-BBEE Sector Codes; developing guidelines on empowerment opportunities and initiatives; developing B-BBEE reporting framework for public institutions in the sector; coordinating and consolidating reports on B-BBEE initiatives implemented by public institutions in the sector; developing annual report on B-BBEE initiatives implemented by public institutions in the sector; developing annual report on implementation of tourism B-BBEE Sector Code by tourism enterprises.

ENQUIRIES : Mr M Mankge, Tel. (012) 444 6569
APPLICATIONS : Email Application: Recruitment2126@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/74 : **DEPUTY DIRECTOR: TRANSPORT AND TRAVEL SERVICES REF NO (DT 22/2026)**

SALARY : R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year qualification in Transport Management or relevant NQF 6 qualification. Five years' working experience in transport and travel management in the public service of which three years must be at Assistant Director level. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Supply Chain Management prescripts. Knowledge of National Road and Traffic Management prescripts. Knowledge of transport management prescripts. Knowledge of procurement policies. Knowledge of the Public Service Act and Regulations. Computer literacy. Good leadership skills. Good financial management skills. Good presentation skills. Good planning and organising skills. Effective written and verbal communication skills. Ability to make decisions. Good negotiation skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for drafting fleet management procedures; developing and monitoring fleet management database; ensuring maintenance of departmental vehicles; conducting fleet analysis and preparing recommendations; managing the receiving of travel requests; ensuring that all travel requests are in line with procedures and prescripts; providing advice on travel destinations to internal clients; negotiating accommodation and car rental rates; monitoring compliance to corporate agreements; compiling booking analysis reports and preparing recommendations; ensuring proper filing of all travel documents; receiving invoices from all travel and transport suppliers; monitoring refunds emanating from cancellations relating to travel

and accommodation; compiling reports on fruitless and wasteful expenditure; verifying all payment advices prior to submission to Finance for payment; advising line managers on travel expenditure trends; receiving and analysing credit card statements and reconciling with received invoices; verifying commitment reports; assessing applications for subsidised vehicles and preparing recommendations; compiling usage reports; conducting inspections on all vehicles; verifying claims before submitting to Finance for payments; analysing the accident reports received from SAPS and preparing investigation reports; ensuring all the incident reports on loss or damage case are received from officials; conducting investigations on all fuel fraud, misuse and abuse of vehicles; managing investigations of all losses and damages to Ministerial, hired and GG vehicles and reviewing recommendations to FIMICO; managing risk which includes insurance, disposal, abuse/misuse and relief vehicles; managing identified risks and ensuring that mitigation measures are in place to accomplish objectives through planning and forecasting; ensuring compliance to agreements by service providers; facilitating performance review meetings with service providers; monitoring the usage and allocation of services as per signed corporate agreements; facilitating meetings with service providers to review expenditure trends.

ENQUIRIES : Ms O Sekgweleo Tel. (012) 444 6773
APPLICATIONS : Email Application: Recruitment2226@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/75 : **REGISTRY CLERK REF NO: DT 23/2026**

SALARY : R228 321.per annum (level 05)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate. Familiarity with the filing of documents, handling of parcels, files and other related items. Knowledge of the National Archives and Record Services Act 43 of 1996 as Amended. Knowledge of the Postal Services Act 124 of 1998. Knowledge of the Electronic Communication Act 36 of 2005. Knowledge of the Public Service Act, 1994. Knowledge of Public Service Regulations of 2016. Good organising and planning skills. Good communication skills. Problem-solving skills. Time management skills. Ability to capture data and pay attention to details. Familiarity with office equipment's and applicable technologies.

DUTIES : The successful candidate will be responsible for opening and closing files according to the prescripts and applicable policy; issuing and receiving back files from HRM and other units; searching of files in the different units; registering of outgoing files in the control register; auditing of files; receiving outgoing courier letters and parcels from officials and sending them out; receiving incoming courier letters and parcels for internal distribution; updating register for outgoing courier letters and parcels; updating register for incoming courier mail and parcels; handling all courier related enquiries on behalf of officials of the Department; acting as a liaison officer between the department and courier companies; sorting, opening and stamping of incoming mails; franking of outgoing mails; dispatching of outgoing mails; registering of incoming registered mails.

ENQUIRIES : Mr M Tihako, Tel. (012) 444 6096
APPLICATIONS : Email Application: Recruitment2326@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 22/76 : **HANDYMAN REF NO: DT 24/2026**

SALARY : R163 680.per annum (level 03)
CENTRE : Pretoria
REQUIREMENTS : A ABET level 04 or equivalent qualification. Knowledge of basic maintenance ie, plumbing, carpentry and electrical. Knowledge of OHS. Knowledge of the National building regulations. Ability to work under pressure. Good communication skills (verbal and written). Ability to work in a team. Ability to work under pressure. Ability to take initiative.

DUTIES : The successful candidate will be responsible for attending to minor electrical, plumbing and carpentry problems; conducting inspections in and around the building and reporting to supervisor; assisting with developing building maintenance schedules; logging maintenance calls for repairs; assisting with

installations that requires wall mounting; repairing broken equipment; safekeeping of maintenance tools and equipment; conducting monthly stock taking of maintenance suppliers and submitting reports; conducting monthly OHS inspections and reporting to the supervisor. assisting with OHS compliance in the building by offering maintenance support; monitoring contractors on the site to ensure compliance.

ENQUIRIES : Ms M Mello, Tel. (012) 444 6625
APPLICATIONS : Email Application: Recruitment2426@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/77 : **CLEANER REF NO: DT 25 /2026**

SALARY : R138 486.per annum (level 02)
CENTRE : Pretoria
REQUIREMENTS : Abet level 4 Certificate. Basic Knowledge of facilities, occupational health and Safety regulations. Good communication skills. Writing skills. Interpersonal skills. Basic Computer skills. Familiar with cleaning procedures.

DUTIES : The successful candidate will be responsible for dusting and polishing of the office furniture; cleaning the blinds; glass doors; emptying and washing the dustbins and replacing the bin liners; sweeping and mopping the floors; reporting on broken cleaning machines and equipment; replacing toilet papers and handtowels, refilling hand wash liquid soaps; emptying and washing waste bins; cleaning mirrors and wall tiles, sweeping and mopping toilet floors; cleaning mirrors and wall tiles; removing refuse from public areas; cleaning the reception are, all entrances, stairs, corridors, lifts and lift lobbies.

ENQUIRIES : Ms T Selamolela, Tel. (012) 444 6776
APPLICATIONS : Email Application: Recruitment2526@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.