ANNEXURE P

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	:	06 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 38/226	:	**DEPUTY DIRECTOR: STATISTICAL ANALYSIS REF NO: DT58/2026**
SALARY	:	R1 101 468 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	:	A recognised NQF 7 qualification in Statistics/Data Science/Data Analytics or related fields. Five (5) years' experience in statistical analysis or research field, of which three (3) years must be at supervisory level. Ms Office (Excel,

PowerPoint, Access). UN Tourism Framework on Tourism Statistics. UN Tourism Satellite Account Framework. National Tourism Sector Strategy. Measuring Sustainable Tourism Framework (UN Tourism). National Tourism Statistics Plan; Tourism Growth Partnership Plan; Tourism Concepts and Definitions, Quantitative and qualitative data analysis tools; Sound knowledge of data management, data analysis and statistical skills; Good understanding of the tourism sector; Knowledge of policies, strategies, plans and frameworks on tourism statistics both nationally and globally; People Management. Programme and Project Management. Good writing skills, project management and co-ordination skills. Stakeholder Management. Quantitative and qualitative research skill. Data Management. Data analysis. Financial Management. Performance management. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for conducting and manage the analysis of tourism statistics and information to provide knowledge of trends and patterns on the performance of the tourism industries/sector; conduct analysis of tourism data ,trends and patterns of all tourism related industries; developing monthly, quarterly and annual tourism performance reports; Supporting and provide tourism statistics to internal and external stakeholders; Identifying new sources of tourism statistics; Identifying new indicators to monitor the performance of the tourism sector in line with international standards; Developing and maintain a centralised statistics repository to facilitate access to tourism statistics;; Ensuring regular updating of the tourism statistics repository; managing tourism statistics data licenses; support the development of plans and strategies to ensure the availability of reliable and accurate tourism statistics; Identifying programmes and projects to be implemented to ensure the availability of accurate and reliable tourism statistics; Monitoring the implementation of strategies and plans developed to ensure the availability of accurate and reliable tourism statistics; Coordinating the dissemination of tourism statistics and information; Identifying relevant platforms to disseminate tourism statistics and information; Maintaining regular engagement with key stakeholders on tourism statistics; as well as Stakeholder management and consultation on tourism statistics and information.

ENQUIRIES : Ms L Machitje Tel No: (012) 444 6317
APPLICATION : Recruitment5826@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 38/227 : **ASSISTANT DIRECTOR: DEPARTMENTAL PERFORMANCE MONITORING AND REPORTING REF NO: DT59/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Social Sciences/ Management/ Business Administration/ Public Administration or equivalent qualification. 3-4 years' experience in strategic planning, performance monitoring and reporting of which 2 years must be at a senior practitioner level or equivalent. Knowledge of organisational performance management system. Knowledge of eQPRS. Attention to details. Deadline-driven. Ability to work under pressure. Ability to gather and analyse information. Ability to develop and apply policies. Government Planning (Legislation and Cycle). Government Reporting (Legislation and Cycle). Legislative and Regulatory Framework: Public Finance Management Act, 1999 as Amended (PFMA). Treasury Regulations of 2005 as amended. Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010. National Treasury Framework for Managing Programmes Performance Information. 2007. Guidelines for the preparation of the Annual Report. Performance Information Handbook; Policy Framework for the government-Wide Monitoring and Evaluation System. Guidelines on the Preparation of Quarterly Performance Reports. All applicable directives from relevant authorities. Monitoring and Reporting procedures. Information Security Policies. Administrative procedures. Knowledge of analysing, interpreting, monitoring, evaluation and reporting performance information. Knowledge of policy development, analysis and implementation. Good communication skills (verbal and written). Organisational, Planning and Co-ordination skills. Ability to work individually and in a team. Facilitation and presentation skills. Good interpersonal relations skills. Analytical and Research skills. Financial Management. Project Management. Personnel Management.

Computer literacy. Problem-solving skills. Creative thinking. Innovation. Sense of responsibility. Initiative. Conflict resolution.

DUTIES : The successful candidate will be responsible for coordinating the submission of organisational performance reports in line with the PFMA and Treasury Regulations; Coordinating communication with all branches with regards to their reporting requirement; Compiling of the departmental quarterly performance reports to National Treasury and the DPME through eQPRS; Compiling of ad hoc reports that the Department might be requested to submit to The Presidency, Public Service Commission (PSC), National Treasury, Parliament etc; Coordinating of the alignment of organisational performance management practices in the Department with organisational performance practices in the public service; Coordinating Organisational Performance Management Monitoring and Reporting; Coordinating communication with all branches regarding performance monitoring and compliance with legislative requirements; Coordinating the collection of quarterly performance progress reports on the implementation of the departmental strategic plan from branches; Coordinating the analysis of quarterly performance reports received from branches for accuracy, completeness, validity of reported performance information and level of performance against pre-set performance indicators and targets; Coordinating and compilation of the annual performance report; Coordinating the compilation of the Director-General's Annual performance Report to Presidency; Performing other related duties as may be assigned by the Deputy Director: Monitoring and Reporting; Coordinating the compilation of the in-year and end year (quarterly and annual) performance information reports; Preparing the performance information for presentation to the Executive Authority, Accounting Officer, Portfolio Committee, Audit Committee, Branch Managers, and SMS; Coordinating management of an effective and efficient organisational performance management system; Developing of an Organisational performance Management System for the Department; Continuous review of the Organizational performance Management Framework for the Department, which includes policies, procedures and guidelines; Coordinating the maintenance of an electronic database and hard copy files for all materials and information collected and/or produced (Knowledge Management System/EDMS); Continuous development and maintenance of an organisational performance management system for the Department of Tourism; Embedding a culture of accountability in terms of reporting against set targets; Developing and maintenance of adequate control measures for effectiveness and efficiency of the business performance management function; Developing and revise of organisational performance management instruments (e.g. templates); Providing all users with access to organisational performance system; Coordinating the development and maintenance of a reliable database of all stakeholders; Maintaining and update of the organisational performance management check list and reporting schedule covering all reporting requirements; Coordinating and management of organisational performance management audits; Providing inputs for the continuous improvement of the performance management guidelines for consolidation; Developing a monitoring and reporting schedule; Developing a reporting template for the branches' quarterly reports; Uploading final departmental reports and relevant documents on EDMS

ENQUIRIES : Ms Mantsho Moloantoa Tel No: (012) 444 6737

APPLICATION : Recruitment5926@tourism.gov.za

NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.