

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 deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.
- CLOSING DATE** : 17 October 2025, 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, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. 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 advertised post 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 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 indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is 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 communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders 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 shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. 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 will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance 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.

MANAGEMENT ECHELON

- POST 36/110** : **DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: DT13/2025**
The purpose of this role is to provide strategic management, monitoring, and evaluation services for the department
- SALARY** : R1 266 714 per annum, (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum SAQA recognised qualification at NQF level 7 in Social Sciences, Business Management, Public Administration, or a related field is required. A minimum of 5 years' experience in a Middle/Senior Management position within the broader public sector. Essential Skills and Knowledge: Strong understanding of strategy development, government planning and reporting (legislation and cycle), and legislative and regulatory frameworks such as the Public Finance Management Act (PFMA) and Treasury Regulations. The incumbent should also have knowledge of the Constitution of the Republic of South Africa, public sector governance, and the Government-Wide Monitoring and Evaluation Framework. Essential skills include financial management, project management, people management, advanced report writing, and strategic thinking. The role also requires excellent communication (both verbal and written), interpersonal, conflict management, research, and policy development skills. The ideal candidate will be an individual leader, a team player, deadline-driven, and possess strong judgement and problem-solving skills. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

<u>DUTIES</u>	:	Reporting to the Chief Director: Strategy and Systems, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Plan and coordinate departmental performance: This includes developing frameworks and guidelines for strategic planning, and coordinating the creation of the Strategic Plan, Annual Performance Plan, and Business Plan. The incumbent will also ensure performance indicators are aligned with strategic outputs and facilitate a departmental situational analysis. Manage, monitor, and report on departmental performance: This involves coordinating performance monitoring and reporting, tracking the implementation of strategic and annual performance plans, and developing and maintaining an organizational performance management system. Compile reports on the department's progress in terms of Annual Performance Plan and Business Plans. Manage all the resources, operations, systems, and processes of the Directorate.
<u>ENQUIRIES</u>	:	Ms P Lethuba Tel No: (012) 444 6331
<u>APPLICATIONS</u>	:	email applications Recruitment13@tourism.gov.za
<u>NOTE</u>	:	EE Note: African and Coloured female candidates as well as Youth and People with Disabilities are encouraged to apply.

OTHER POSTS

<u>POST 36/111</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: DT 14/2025</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year Bachelor's Degree (NQF 6)/ National Diploma in Information Systems, Internal Auditing, Computer Science or related ICT field. Preferred Professional Certification: Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), or Certified Information Security Manager (CISM). Minimum of seven (7) years' working experience in ICT audit or internal audit environment of which three (3) years must be at supervisory level managing ICT audits and internal audit teams. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA ICT Governance Framework. Knowledge of Global International Standards (IIA). Good leadership and people management skills. Good audit planning and project management skills. Good conflict management and stakeholder engagement skills. Willingness to travel for project site audits. A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for contributing to the development of the annual and three-year rolling internal audit plan; identifying ICT-related risks through departmental engagements and risk registers; prioritising ICT audit projects in line with the departmental strategy and risk profiles; conducting ICT audits covering infrastructure Support, IT Security, Applications and Business Solutions; evaluating controls related to cybersecurity, access management, disaster recovery and data integrity; performing audit testing, compiling working papers and analysing systems to determine control effectiveness; drafting audit reports with findings, risks, root causes and recommendations; presenting audit outcomes to senior management and the Audit Committee; monitoring and reporting on implementation of ICT audit recommendations; evaluating ICT compliance with relevant legislation, regulations and standards; assessing ICT project governance and digital transformation initiatives; ensuring alignment with legislative frameworks and internal audit standards, supporting departmental performance, accountability and securing digital service delivery; providing proactive ICT control advice for new project and systems; participating in ICT steering committees to provide audit perspectives; providing guidance to the department on strengthening internal controls during implementation of new solutions; supervising the performance of subordinate employees and providing technical mentorship; ensuring audit engagements meet IIA standards and departmental quality assurance procedures; reviewing audit files and providing control prior to finalisation.
<u>ENQUIRIES</u>	:	Ms T Sibiya Tel No: (012) 444 6291
<u>APPLICATIONS</u>	:	email applications Recruitment14@tourism.gov.za
<u>NOTE</u>	:	Ee Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.
<u>POST 36/112</u>	:	<u>DEPUTY DIRECTOR: TRANSPORT AND TRAVEL SERVICES REF NO: DT 15/2025</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three-year qualification on 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.

DUTIES

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 license.

: 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 No: (012) 444 6773

APPLICATIONS

: Email Application: Recruitment15@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 36/113

: **SENIOR ADMINISTRATIVE OFFICER: ICT SUPPORT REF NO: DT 16/2025**

SALARY

: R397 116 per annum (Level 08), (excluding benefits)

CENTRE

: Pretoria

REQUIREMENTS

: An NQF 6/7 qualification in Public Administration/ Public Management or a relevant NQF 6/7 qualification. 1-2 years' working experience in providing ICT Administrative support. Knowledge of procurement procedures. Knowledge of administrative procedures. Computer literacy. Knowledge of financial management. Knowledge of personnel management. Knowledge of the PFMA. Knowledge of Business processes. Good knowledge of government processes and relevant legislation. Good personal and presentation skills. Good communication skills. Good negotiation and advocacy skills. Ability to work under pressure. Good interpersonal skills. Ability to work individually and in a team.

DUTIES

: The successful candidate will be responsible for advising users with ICT trends and relevant SITA contracts; consulting with stakeholders pertaining to the delivery and distribution of ICT equipment; advising users with regard to loans and redundant ICT equipment; identifying relevant software and hardware on the internet and advising managers on the findings; receiving ICT procurement requests and ensuring compliance with ICT standards; investigating requests for equipment; consulting with ICT service providers for the provision of ICT equipment and services; preparing Requests for Quotations (RFQ's) according to technology and standards requirements of the department and forwarding the RFQ to service providers for quotation; evaluating and preparing responses received and ensuring that all supporting documents are attached; loading responses with all supporting procurement documentation on ICT Procurement workflow on EDMS for approval process; managing documentation of new user account requests, exit forms, changes, de-activation and deleting on IT systems; instructing system administrators via email messages on actions to be performed on accounts according to the request received; managing the testing of video conference facilities on a regular basis; record keeping of Service Level Agreements of the directorate by service provider; managing and procuring stationery ICT stationery and consumables; providing administrative and secretarial support to D: GITM with meetings; providing logistical support; managing the directorate's telephone accounts; administering budget allocation for GITM expenditure and advising the Director on the movement of funds; receiving SITA invoices and maintaining the SITA expenditure database; requesting petty cash for ad-hoc procurement; maintaining a list of warranty information on all ICT assets; providing inventory/ asset control support in conjunction with SCM asset management within the directorate; maintaining a register of the department's ICT equipment declared redundant by D: GITM on EDMS.

ENQUIRIES

: Ms S Radebe Tel No: (012) 444 6208

APPLICATIONS

: Email applications Recruitment16@tourism.gov.za

NOTE

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

POST 36/114 : **SENIOR STATE ACCOUNTANT: CREDITORS, TRAVEL, ACCOMMODATION AND SUBSISTENCE REF NO: DT 17/2025**

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised NQF 6/7 qualification in Financial Accounting/ Financial Management/ Management Accounting/ Public Administration. Three to five years' relevant working experience in Finance. Relevant public service training courses. Knowledge of BAS (General Principles of BAS, Sundry payments, General journals). Knowledge of LOGIS. Knowledge of PERSAL. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Good problem-solving skills.

DUTIES : The successful candidate will be responsible for receiving T&S advances and claim forms from officials within the department; verifying details captured by State Accountants to ensure that the forms were captured correctly; approving foreign trips; authorising T&S on BAS and PERSAL; receiving and authorising payments with regards to travel and accommodation, cell phone claims, projects, foreign affairs etc. processing and authorising General Journal payments for authorisations; verifying cell phone limits; receiving order payments from SCM for processing; receiving and verifying check list of LOGIS payments from SCM; requesting the following reports: T&S Advance, Tourvest Holdings, Advance account for National Departments for DIRCO claims, Telkom exceptions; receiving and checking the completeness or correctness of documents including attachments; matching/ verifying and checking invoices with the VA26A, budget allocations and creating correct BAS allocation of VA26A or supplier invoice; ensuring that invoices are settled within 30 days as per Treasury Regulations; checking the quality of invoices received; identifying fruitless and wasteful expenditure cases on supplier invoices; informing internal control/ officials or the agency about identified cases of fruitless and wasteful expenditure; ensuring expenditure is correctly classified and allocated; reconciling travel and accommodation service providers weekly statements and open item to monthly statements; adding the payment stub number and the action/disbursement date next to the invoices paid; providing comments on all unpaid invoices on the reconciliation; identifying duplicate invoices and informing the travel agency; distributing reconciled statements to travel officials.

ENQUIRIES : Ms A Griesel Tel No: (012) 444 6244
APPLICATIONS : Email applications Recruitment17@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 36/115 : **COMMUNICATIONS OFFICER: MEDIA LIAISON AND ELECTRONIC COMMUNICATION REF NO: DT 18/2025**

SALARY : R397 116 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Bachelor's Degree or Diploma (NQF6) in Journalism; Media Studies or Communications Minimum of 1-2 years' working experience in communications (media liaison), and in compiling content for media and social media platforms. Good knowledge of government processes and relevant legislation. Knowledge of administrative procedures. Ability to interpret and apply policies, strategies and legislation. Ability to liaise and engage with stakeholders. Excellent writing skills for external communication purposes. Good Interpersonal and presentation skills. Good communication (written& verbal). Good computer literacy and use of standard packages skills. Ability to work under pressure, individually and in a team. Sound organising and planning skills. Strategic thinking and problem-solving skills. A valid driver's license.

DUTIES : The successful candidate will be responsible for monitoring & sourcing news stories related to tourism from all media platforms; compiling daily media monitoring report; distributing the daily media monitoring report electronically to departmental officials; utilising media clippings from the media monitoring & analysis Service Provider to compile reports that will be incorporated in the media liaison exit reports; sourcing content about the Department of Tourism programmes from branches for the purpose of drafting editorial content; drafting editorial content – social media content/ media advisories/ media statements; compiling and editing audio and video clips for Departmental external online platforms; distributing approved editorial content to media and on the department's digital platforms; creating and maintaining a log and file of drafted and distributed editorial content; distributing media invites and confirming media attendance; arranging broadcast interviews and providing schedule; arranging transport, accommodation and catering for media tours; accompanying media on departmental tours; conducting media registration at events and arranging seating area for media; facilitating and video recording interviews for placement on departmental external online platforms; liaising with mainstream and community media contacts and updating the media database; liaising with provincial tourism and government offices to ensure there's an updated list of provincial media officials and GCIS; creating and maintaining an electronic file and logging of distributed media products and interviews done by departmental officials.

ENQUIRIES : Ms S Zwane Tel No: (012) 444 6612
APPLICATIONS : Email application Recruitment18@tourism.gov.za
NOTE : EE requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

<u>POST 36/116</u>	:	<u>BUILDINGS AND ENERGY MANAGEMENT OFFICER REF NO: DT 19/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised NQF 6/7 qualification in Built Environment/ Facilities/ Property Management or Public Administration. Minimum of two years' working experience in building/facilities management. Knowledge of basic fire-fighting. Knowledge of OHS. Knowledge of National Building Regulations. Knowledge of GIAMA and space norms and standards set by DPWI. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of the Labour Relations Act. Ability to work under pressure. Ability to work with difficult people and resolve conflict. Ability to work long hours voluntarily. Good financial management skills. Good project management skills. Good leadership skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for establishing schedules for providing maintenance services and pest control; reporting faults to the landlord and follow up on maintenance work required; keeping record of all maintenance calls logged and submitting a report weekly; performing monthly building inspections to identify maintenance needs, potential hazards and areas requiring attention; submitting inspection reports on a monthly basis; trouble shooting and diagnosing maintenance issues reported by staff and ensuring customer satisfaction; communicating effectively with staff regarding status of repairs and estimated time for completion; communicating with DPWI regarding lease contracts and extensions; coordinating client forum meetings with DPWI; coordinating meetings with the landlord regarding maintenance and projects; obtaining rental invoices from DPWI; obtaining municipal service invoices from City of Tshwane; maintaining and updating parking allocation database; allocating parking as per departmental parking policy; assisting with allocation of office space for newly appointed staff members as per approved norms and standards; conducting office space and audit and submitting a quarterly report; facilitating Fire Marshal appointments and training for all emergency team members; arranging and coordinating evacuation drills; supervising contractors conducting maintenance work to ensure compliance with OHS standards; performing Chief User Clerk duties; monitoring and controlling supplies and equipment; compiling RFQ:s for procurement of goods and services; ensuring timeous payment of invoices for service rendered; filing of records with the sub-directorate; assessing staff performance.
<u>ENQUIRIES</u>	:	Mr L Molefe Tel No: (012) 444 6115
<u>APPLICATIONS</u>	:	Email application: Recruitment19@tourism.gov.za
<u>NOTE</u>	:	EE requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.
<u>POST 36/117</u>	:	<u>COMMUNICATIONS OFFICER: INTERNAL COMMUNICATION AND GRAPHIC DESIGN SERVICES REF NO: DT 20/2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised three-year Bachelor's Degree (NQF 7) or Diploma (NQF6) in Communications/ Marketing/ Public Relations or equivalent. Minimum of 1-2 years' working experience. Fair knowledge of government processes and relevant legislation. Good communication skills and a fair understanding of internal communication. Good writing skills and content development for internal communication platforms. Good photography skills and basic understanding of graphic design services. Research and project management skills, including planning and coordination. Good interpersonal and presentation skills. Good computer literacy and use of standard packages skills. Good interpersonal and presentation skills. Ability to work under pressure, individually and in a team. Willingness to work overtime and travel. A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting with implementation of production schedule for departmental publications; assisting with development and generation of content for departmental publications; assisting with implementation of distribution plan for departmental publications, Annual Performance Plan, Annual Report and Strategic Plan; drafting distribution reports; providing photography support at requested departmental events; ensuring effective usage of internal communication channels such as communications tourism email distribution; writing and editing content for staff messages as and when required; providing communication support at internal departmental events; updating the image library for the department; providing photographic services for the external departmental events/project as and when required; assisting with drafting of requests for quotations for departmental publications; preparing and processing documents for the payments of services; attending creative briefings with appointed service providers; drafting submissions and reports as requested for sub-directorate projects; assisting with the editing, formatting and finalising of presentation material for sub-directorate meetings; preparing and distributing documents for meetings of the sub-directorate; drafting and circulating attendance register for meetings; taking minutes at meetings and circulate to all.
<u>ENQUIRIES</u>	:	Mr S Halama Tel No: (012) 444 6603
<u>APPLICATIONS</u>	:	Email applications Recruitment20@tourism.gov.za
<u>NOTE</u>	:	EE requirement: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 36/118 : **SENIOR STATE ACCOUNTANT: SALARIES, DEBTORS, REVENUE AND PAYROLL REF NO: DT 21/2025**

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised NQF 6/7 qualification in Financial Accounting/ Financial Management/ Management Accounting/ Public Administration. Three to five years' relevant working experience at supervisory level with extensive knowledge in salaries, tax and debtor's control. Relevant public service training courses (PERSAL). Knowledge of BAS (General Principles of BAS, Sundry payments, General journals). Knowledge of PERSAL. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Good problem-solving skills. A valid driver's license.

DUTIES : The successful candidate will be responsible for: Salaries and payroll: approving supplementary payments on PERSAL; approving deductions and allowances for both permanents and temporary closings on PERSAL; updating faulty and rejected transactions file; checking all calculations for BAS payments; authorising BAS payments and journals. Reconciliation of salary related suspense accounts: requesting BAS reports of salary related suspense accounts; clearing all possible transactions; calculating manual tax to be paid over to SARS; ensuring SARS payment is processed in time; reconciling monthly tax; ensuring total tax paid corresponds with amount on EMP20; requesting PERSAL reports and clearing all tax exceptions monthly; ensuring IRP5 accumulations are updated weekly; assisting in reconciling bi-annual and yearly tax EMP501. Petty cash and banking administration: ensuring safe keeping of state money; checking petty cash register and vouchers when replenishing petty cash; authorising replenishment payment on BAS; collecting cash from ABSA Bank; authorising journals on BAS. Debt Management: confirming deposits on BAS; informing officials of their debt amount received by Finance; authorising all debt created on BAS; ensuring continued follow up on all debt cases. Service terminations and Interdepartmental claims: approving all payments done on PERSAL/BAS with regard to termination; approving all journals on BAS relating to terminations; checking and approving all calculations relating to terminations. Other supervisory responsibilities: allocating work to subordinates; supervising the salary office; responding to salary related enquiries; assisting with audit queries

ENQUIRIES : Ms A Griesel Tel No: (012) 444 6244
APPLICATIONS : Email applications Recruitment21@tourism.gov.za
NOTE : EE requirement: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 36/119 : **STATE ACCOUNTANT REF NO: DT 22/2025**

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma (NQF 6) or equivalent qualification in Financial Accounting/ Financial Management/ Management Accounting 2-3 years' working experience in Finance. Other related Public Service training courses. Knowledge of BAS (General Principles of BAS, Sundry payments, General journals). Knowledge of LOGIS. Knowledge of PERSAL. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of Microsoft Office. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Good problem-solving skills.

DUTIES : The successful candidate will be responsible for receiving claim forms from officials/clients; checking if the claims are correctly compiled; capturing on PERSAL; attending to queries; recording claims in the register and filing on weekly basis; receiving T&S advance forms from officials within the department for domestic and foreign trips; checking if the advances are correctly calculated; capturing on BAS; receiving BAS sundry payments; verifying correctness of allocation, invoice number, banking details and signatures; verifying limits of cellphones and 3G claims per official and also certifying tax invoice; downloading information from BAS and compiling register of BAS payments for payments captured; finalising of batches and stubs; submitting weekly batches and stubs; attending to enquiries relating to payments; administering journals; receiving claim forms from officials/clients with advance money requested from American Express; checking if claims are correctly compiled and amounts calculated per period away are correct; receiving payment advices for Telkom from records management section; processing telephone account payments; requesting telephone exception report; capturing new telephone numbers on the Telkom register; clearing exceptions; receiving claims and invoices related to the DIRCO account; informing DIRCO of the amount to be taken off the advance; receiving Logis-online payments from procurement; downloading information from BAS and compiling a Logis register of payments; receiving travel payments from travel section; checking and verifying credit notes appearing on the supplier statements; ensuring that all invoices are paid within 30 days as per regulations; identifying fruitless and wasteful expenditure on invoices; ensuring expenditure is correctly classified; reconciling service providers weekly statements and open items to monthly statements; providing comments on all unpaid invoices on the reconciliation; distributing reconciled statements to travel services.

ENQUIRIES : Ms A Griesel Tel No: (012) 444 6244

<u>APPLICATIONS</u>	:	Email applications Recruitment22@tourism.gov.za
<u>NOTE</u>	:	EE requirement Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.
<u>POST 36/120</u>	:	<u>ADMINISTRATIVE ASSISTANT REF NO: DT 23/2025 (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 certificate and minimum of 1-year relevant working experience. Good telephone etiquette. Computer literacy. Good language skills and ability to communicate well with people at different levels and from different backgrounds. Sound organisational and time management skills. High level of reliability. Ability to act with tact and discretion. Knowledge of Public Service prescripts and policies.
<u>DUTIES</u>	:	The successful candidate will provide administrative and secretarial support to the Managers, including receiving telephone calls and referring calls to the correct role players; typing documents for the managers and other staff within the unit; operating office equipment e.g. multifunctional printer/scanner/photocopiers; liaising with travel agencies to make travel arrangements; checking accuracy of documents; arranging meetings and events for the managers; identifying venues, inviting role players and organising refreshments for meetings and events; processing travel and subsistence claims for managers; processing invoices; recording minutes during meetings; drafting correspondence and reports as and when required; filing documents; administering leave registers and telephone accounts; receiving, recording and distributing all incoming and outgoing documents; handling the procurement of standard items e.g. stationery and refreshments.
<u>ENQUIRIES</u>	:	Mr T Koena Tel No: (012) 444 6154
<u>APPLICATIONS</u>	:	Email applications Recruitment23@tourism.gov.za
<u>NOTE</u>	:	EE requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.