

**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.*

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	24 October 2025, 16:30 (Late applications will not be considered)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 the 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.

**OTHER POSTS**

<b><u>POST 37/65</u></b>	:	<b><u>DEPUTY DIRECTOR: ACQUISITION AND ASSET MANAGEMENT (DT 24/2025)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Demand and Acquisition Management of which three years must be at Assistant Director. Knowledge of

		Supply Chain Management prescripts. Knowledge of Treasury regulations. Knowledge of the Logis system. Knowledge of the BAS system. Knowledge of the PFMA. Financial management. Good leadership skills. Good presentation skills. Computer literacy (MS Office). Effective planning and organising skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for designing and developing asset management systems and policies; conducting physical asset management planning and verification; monitoring and reviewing the capturing of all assets in the asset register; monitoring and reviewing the allocation of assets to asset holders; overseeing and reviewing the monitoring of assets in accordance with relevant policies and procedures; identifying and facilitating procurement of replacement assets for redundant and obsolete assets; providing monthly asset reconciliation reports; conducting investigations on assets reconciliation variance, losses, damages and unverified assets; updating the fixed asset register and inventory lists; providing submissions on recommendations to departmental disposal committee's considerations; providing inputs on assets notes to the quarterly, interim annual financial statements; evaluating and recommending IT related procurement; facilitating the issuing of orders for goods and services (system and manual); facilitating payment of goods and services to service providers; facilitating delivery of store stock to internal clients; facilitating the availability of store stock in the warehouse; verifying and signing-off the year plan for the warehouse stocktaking; managing the conducting of stocktaking; ensuring the signing of stocktaking reports; ensuring the approval of balance adjustments; enforcing compliance with the terms and conditions of the contracts; authorising/ certifying correctness of the accrual report; consolidating commitment and accrual report for the financial year end; managing commitment and accrual to the minimum level; managing the filing of procurement batches awaiting deliveries; providing inputs to financial statements in terms of inventory, accruals and commitments; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.
<b><u>ENQUIRIES</u></b>	:	Ms O Sekgweleo, Tel. (012) 444 6773
<b><u>NOTE</u></b>	:	Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.
<b><u>APPLICATION</u></b>	:	email application <a href="mailto:Recruitment24@tourism.gov.za">Recruitment24@tourism.gov.za</a>
<b><u>POST 37/66</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND AND LOGISTICS MANAGEMENT (DT 25/2025)</u></b>
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Demand and Acquisition Management of which three years must be at Assistant Director. Knowledge of Supply Chain Management prescripts. Knowledge of Treasury instructions and practice notes. Knowledge of the Logis system. Knowledge of the Public Service Act and Regulations. Good leadership skills. Good communication skills. Computer literacy (MS Office). Good planning skills. Effective written and verbal communication skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for designing and developing demand management policies, processes and procedures; performing strategic and annual supply chain demand management planning; monitoring and reviewing the demand management activities; compiling tender/quotation specifications as required; verifying suppliers to comply with the BEE requirements; controlling the rotation of suppliers to ensure equal opportunities; compiling, implementing and reporting on the operational and risk plans related to demand management and providing monthly management

reports; compiling and publishing requests for proposals where required; managing, designing and developing acquisition management policies, processes and procedures; compiling departmental operational/ supply chain acquisition management plan and obtaining approval; managing the execution of the acquisition management plan; monitoring and reviewing the acquisition management activities; managing the sourcing of bids from the database according to the threshold values determined by the National Treasury; setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and rendering a secretariat services to the relevant committees; overseeing the bidding process; management of internal and external audit queries; managing, undertaking and reviewing the monitoring, analyses and determination of actions to ensure proper contract administration; administering variations to contracts; reporting on deviations to National Treasury and AGSA; evaluating applications for price adjustments and invoking penalty clauses; evaluating applications for variations, amendments and cancellations and developing proposals for approval; undertaking dispute resolution and ensuring that all documentation is prepared and available for resolving disputes; managing the coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, in the right quantity, right products, right place, right conditions and right quality; undertaking all administrative functions required with regard to financial and HR administration; developing and managing the operational plan of the sub-directorate and reporting on progress as required; developing, implementing and maintaining processes to ensure proper control of work; compiling and submitting all required administrative reports; managing performance and development; quality control of work delivered by employees.

**ENQUIRIES**

**NOTE**

**APPLICATION**

- : Ms O Sekgweleo, Tel. (012) 444 6773
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.
- : email application to [Recruitment25@tourism.gov.za](mailto:Recruitment25@tourism.gov.za)