

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.

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	21 November 2025, 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	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 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

<u>POST 41/148</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DT26/2025</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 NQF 7 qualification in Social Work/ Social Science or Psychology. Five years' working experience in an EHW environment in the public sector of which three years must be at supervisory level. Registration with a Professional Body. Ability to manage highly confidential information.

Relevant Employee Health and Wellness programme training. Knowledge of Employee Assistance Programmes. Knowledge of Public Finance Prescripts and policies. Experience in stakeholder engagement. Experience in planning and coordinating the implementation of EHW programmes. Ability to provide vision and setting direction for the unit and facilitating internally driven and externally suggested pro-active programmes. Planning and execution skills. Coordination and facilitation skills.

DUTIES

: The successful candidate will be responsible for developing and facilitating approval of the Wellness Operational Plan for the financial year; facilitating employees' access to Information Technology (IT) within the department to enable them to use the contracted service provider's e-Care Programme (electronic health and wellness assessment); coordinating awareness sessions, marketing and communication campaigns on the Employee Assistance Programme (EAP) services from the EAP service provider to encourage the optimum utilisation of EAP services; facilitating managerial consultancy and supervisory engagement on employees' matters; managing critical incidences of trauma to troubled employees and liaising with the contracted call centre for further referral; coordinating and monitoring the implementation of the Departmental Sports and Recreation Programme; conducting trend analysis on the implementation of the external EAP services and in-house EAP interventions to determine the effectiveness of the services; conducting exit interviews with leaving officials from the department and compiling a report; conducting project planning meeting, quality check of the submission and project plan on all EHW interventions and Health Calendar Event; developing and facilitating approval of the SHERQ Operational Plan for the financial year; facilitating the presentation of the annual implementation plan to the external service provider for the promotion of Occupational Diseases and Health Education Programmes; conduct trend analysis on the implementation of Injury-on-Duty and First Aid based on the OHS prescripts in the department and compile a report on the findings; coordinate and compile the report on the DPSA Systems Monitoring Tool (SMT) by liaising with relevant units within the department; facilitate appointments of OHS representatives to monitor health and safety in the department; coordinating SHERQ committee meetings; managing and facilitating the provision of employee wellness and implementation of Occupational Health and Safety (OHS) programmes; developing and facilitating approval of the Health and Productivity Management Operational Plan for the financial year; coordinating the implementation of the Healthy Lifestyle Programme to address diseases and psycho-somatic challenges in collaboration with the external EAP service provider; conducting planning meetings, quality checking submissions and project plan on Health and Productivity Management programme and Health Calendar to present the proposal to the approving authority; monitoring the implementation of the Occupational Health Education and Promotion in line with the Employee Needs Survey Report; analysing the trend of sick leave and ill health, including incapacity leave to detect the level of abuse of sick leave by staff members to determine if there are possible wellness interventions required; developing and facilitating approval of the HIV & AIDS, STIs and TB Operational Plan for the financial year; conducting trend analysis on the HIV and AIDS Testing and TB Mainstreaming Framework; assessing cases referred; developing treatment plan; providing services of the needs identified; rendering critical incidences of trauma to troubled employees.

ENQUIRIES APPLICATIONS NOTE

: Ms R Thobejane Tel No: (012) 444 6131
: Recruitment26@tourism.gov.za
: EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/149

: **PARLIAMENTARY OFFICER REF NO: DT27/2025**

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 REQUIREMENTS

: Cape Town
: An appropriate three-year NQF 7 qualification in Political Science/ Public Administration or a relevant NQF 7 qualification. Five years' working experience in government and parliamentary work of which three years must be at managerial (Assistant Director) level. Knowledge of the PFMA, the

Constitution, Money Bills, Tourism Act and Regulations, Treasury Regulations and guidelines, the National Assembly, National Council of Provinces as well as Joint Seatings. Sound and in-depth knowledge of the political, parliamentary and cabinet processes in South Africa. Working knowledge of parliamentary rules and procedures (tabling questions, introduction of legislation etc). Political acumen. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Understanding of the communications environment. Working knowledge of the media. Sound and in-depth knowledge of relevant HR prescripts and application as well as understanding of the legislative framework governing the public service. Knowledge of MISS and applications of other security matters and regulations at Parliament. Ability to work under pressure. Good coordination and facilitation skills. Good communication skills. Good time management skills. Good Executive office management skills. Good computer skills. A valid driver's licence.

DUTIES

: The successful candidate will be responsible for rendering parliamentary services on behalf of the Department and SAT; monitor parliamentary programmes of the tourism Portfolio Committee and advise the department and its entity on legislative processes, and parliamentary rules, policies and procedures; monitoring parliamentary documents to keep the department and SAT informed on any action that has a bearing on its portfolio; ensuring that the department and SAT are briefed on decisions taken by relevant parliamentary structures; tabling all required reports timeously on behalf of the department and SAT according to the Rules of Parliament; monitoring the Acts that have an impact on the Department's output; monitor and inform the department and SAT on possible issues that might be raised by parliament/relevant committee; compiling reports on parliamentary matters for Management meetings; compiling a tracking system to monitor all parliamentary matters; communicating parliamentary programmes to the department and SAT; coordinate relevant documents and presentation required for parliamentary events/meetings; coordinating, manage and process all departmental, SAT and other stakeholders' submissions/briefing documents to Parliament; managing and processing of parliamentary documents in compliance with Parliament's guidelines and programmes; ensuring that responses and reports are quality assured to reflect correct information, advice on matters requiring further attention before tabling to Parliament; controlling the overall packing and dispatching of official documents for parliamentary sessions; coordinating oversight visits to the department's projects in provinces; identifying parliamentary questions with implications to the department and communicate the contents and deadlines to the department; liaising with the Parliamentary Questions Office regarding the questions referred to the Minister to ensure its relevance to the mandate of the department; managing and overseeing the approval of submissions by the DG on replies according to the Parliament's prescripts; ensuring replies are checked for factual correctness, proof read and submitted for ministerial approval; managing the process of uploading parliamentary questions on the website; maintaining good working relationships with key stakeholders and other parliamentary structures; fostering a co-operative relationship with relevant parliamentary structures; attending portfolio and Select Committees as well as other parliamentary structure meetings; ; manage the DG's parliamentary office; assets and staff allocated to the office; manage the use and maintenance of the official vehicle in the Cape Town office; serving as a Transport Control Officer for ODG in Cape Town; manage the performance and appraisal of staff the DG's office.

ENQUIRIES APPLICATIONS NOTE

: Mr T Makhubedu, Tel. (012) 444 6376
: Recruitment27@tourism.gov.za
: EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

POST 41/150

: **DEPUTY DIRECTOR: ACQUISITION AND ASSET MANAGEMENT REF NO: DT28/2025**
This is a readvertisement. Persons who previously applied must reapply.

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

<u>REQUIREMENTS</u>	:	An appropriate three-year NQF 7 qualification in Commerce, Financial Management, Logistics Management or Supply Chain Management. Five years' working experience in Supply Chain Assets and Logistics 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms O Sekgweleo Tel No: (012) 444 6773
<u>APPLICATIONS</u>	:	Recruitment28@tourism.gov.za
<u>NOTE</u>	:	EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.
<u>POST 41/151</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: DT29/2025</u>
<u>SALARY</u>	:	R397 116 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate, recognised NQF 6 qualification in Supply Chain Management or related fields. A minimum of three years' working experience in the appropriate field. Insight of bids administration procedures and contract administration. Insight of procurement procedures. Knowledge of supply chain management policies and prescripts. Knowledge of the public service policies and legislations. Ability to operate a computer. Good analytical thinking and negotiation skills. Good verbal and communication skills. Sound organising and planning skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for opening files, allocating bid numbers and closing dates for bids to be advertised; ensuring timeous advertisement of bids on the Departmental website and the National Treasury E-Tender Portal system; forwarding details of bid advertisements to line managers; publishing awarding of bids on the Departmental website and the National Treasury E-Tender Portal system; preparing bid documents for collection on day of advertisement; opening of the bidding box on closing date and time; opening and marking of all bids received; filing of bid proposals in the bulk filer; uploading documents on the EDMS; issuing bid files and proposals to AGSA for audit purposes; following up on evaluation of bids with line managers; liaising with Committee members regarding the signing of

documents; preparing documents and delivering documents to the meetings boardroom; liaising with members in time regarding any meeting changes; providing technical support to the Bid Evaluation committees when necessary; informing line managers on the outcome of bid meetings; preparing and issuing appointment letters; updating list of all Transversal Contracts; ensuring SLA's received are filed accordingly; effectively monitoring the expiry date of contracts; informing line managers three months prior to expiry of contracts; compiling monthly report of transversal contracts.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms O Sekgweleo Tel No: (012) 444 6773
- : Recruitment29@tourism.gov.za
- : EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.