

ANNEXURE R

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 delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
<u>CLOSING DATE</u>	:	06 February 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. 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. Failure to do so, your application will be 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 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 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification 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 (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

<u>POST 02/129</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL AND COMPLIANCE REF NO: DT34/2025</u> (6 Months Contract)
<u>SALARY</u>	:	R397 116 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Accounting/Finance/Internal Audit. Minimum of three years experience in Internal Audit/Internal Control and Compliance. Strong understanding of regulatory standards and internal control frameworks, Knowledge of relevant prescripts, Policy formulation within government. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial

<u>DUTIES</u>	Manual). Skills: Computer Literacy (MS Office), Written and verbal communication skills, Interpersonal skills, Organisational and analytical skills. Assist in coordinating the audit responses, Prepare and organise required documents for audits, Follow up on audit queries and facilitate timely responses, Make follow-ups on the implementation of findings on the Audit Action Plan, Receive and evaluate responses on the implementation of findings on the Audit Action Plan to ensure that they are sufficient, Track and monitor the implementation status of audit recommendations and the Audit Committee Action Plan. Assist with the development, review, implementation and maintenance of internal control systems, policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical or improper conduct, Monitor the implementation of financial policies and procedures and coordinating policy review with relevant policy owners within the Chief Directorate, Verify areas of compliance against all financial legislation, Maintain a comprehensive compliance register and conduct a routine assessment, Review financial transactions and records for adherence to controls, Collaborate with branches to correct identified deviations, Assist in evaluating the performance of current control activities, Identify and report areas of operational inefficiency or risk, Propose actionable solutions to enhance control effectiveness, Assist in compiling periodic reports on compliance status, issues and resolutions for management, Assist with monitoring of the performance of the Compliance Program and relate activities on a continuous basis, taking appropriate steps to improve its conduct, Liaise with stakeholders to ensure the integration of programs, Serve as a Secretariat for the Financial Misconduct Committee, Compile action plans and monitor the implementation of FIMICO decisions, Source supporting documents for Financial Misconduct Committee, Compile letters of representation for alleged fruitless and wasteful, irregular and unauthorised expenditure in line with applicable frameworks, Send representation letters to employees, Receive and evaluate responses to ensure that they are sufficient.
<u>ENQUIRIES</u>	Mr B Mtsweni Tel No: (012) 444 9242
<u>APPLICATIONS</u>	ecruitment34@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 02/130</u>	<p><u>FINANCE CLERK: FINANCIAL CONTROL AND ACCOUNTING REF NO: DT35/2025</u> (6 Months Contract)</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R228 321 per annum, plus 37% in lieu of service benefits</p> <p>Pretoria</p> <p>Grade 12 certificate or equivalent and a relevant accounting/finance qualification (Diploma or Degree). One-year relevant experience. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, Safetyweb, LOGIS etc). Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipment.</p>
<u>DUTIES</u>	<p>Clearing BAS exceptions online, Request BAS reports and clear PMG accounts, Process journals on BAS, Receive entity information to create, import, link or to maintain on BAS and LOGIS, Capture on Safetyweb and obtain Bank detail verification, Create, import, link or amend entities on BAS and LOGIS, File entity information and make sure all entities have a verified report from Safetyweb and a CSD report if applicable, Archive to storeroom, Attends to enquiries received with regards to entities, Sign off Logis Procurement form for verification of banking details, Check verification status of project bank details prior to payment processing, Receive and print notification (e-mail) from National Treasury for CR transfer payments to authorize, Receive copies of payment documents and payment stub from Credit section, Check and Verify that the information captured on BAS is correct on Safetyweb and authorize, Print a status report on Safetyweb, update register and file and the documents, Receive Financial batches from different sections, Verify and sign reports that all batches are received, Reconcile user report with the BAS payment register, Sort batches in form type and number</p>

sequence, Reconcile batches received with the different BAS registers, Ensure that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document, Send incomplete documents back to the section with written explanation of the problem, Follow-up outstanding cases, File reconciled payment registers and batches in storeroom and maintain the neatness of the documents, Archive of documents, Print and reconcile payment stubs and disbursement reports, Attend to queries related to the section, Filing payment stubs in disbursement date sequences, Extracting payment stubs for internal and external clients on request.

ENQUIRIES
APPLICATIONS
NOTE

POST 02/131

: Ms N Molefe Tel No: (012) 444 6228
: Recruitment35@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

FINANCE CLERK: CREDITORS, TRAVEL, ACCOMODATION AND SUBSISTANCE REF NO: DT36/2025 (X2 POSTS)
(6 Months Contract)

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum, plus 37% in lieu of service benefits
Pretoria
: Matric (with subjects Mathematics and Accounting) or a relevant accounting/finance qualification (Diploma or Degree). One-year relevant experience. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office Equipments. Ability to manage projects independently, Knowledge and skills in financial management, Ability to interpret and apply policies, strategies and legislation.

DUTIES

: Receive claim forms from officials / clients (outside department), Check if claims are: (Correctly compiled and amounts calculated per period away, Copy of agenda, transport, travel request form or invitation is attached, Original receipts for actual expenses e.g. tollfees, taxi and parking are attached, Ensure that the claim is signed / approved before processing, Verify if advance was taken for trip), Capture on PERSAL, Attend to enquiries, Claims to be recorded in register and filed on weekly basis after stamped paid, Receive T&S Advance forms from officials within the department for domestic trips, Check if the advance is: (Correctly calculated according to the period away, Ensure that the advance is signed / authorized, If copy of agenda, transport or travel request form or invitation is attached), Capture on BAS, Verify correctness of: allocation, invoice number, amount, banking details and signatures, Verify limits of cellphones & 3G claims per official and also certify tax invoice, Download information from BAS and compile register of Bas payments for payments captured, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping. Attend to enquiries relating to payments, Receive LOGIS on-line orders from Procurement, Verify: invoice number, order number, allocation, amounts, banking details and signatures, Capture orders, Download information from BAS and compile register of LOGIS payments, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping, Attend to enquiries relating to LOGIS payments.

ENQUIRIES
APPLICATIONS
NOTE

: Ms A Griesel Tel No: (012) 444 6244
: Recruitment36@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.