

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>	:	27 February 2026 by 16h30 (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. 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.

OTHER POSTS

<u>POST 05/305</u>	:	<u>DEPUTY DIRECTOR: KNOWLEDGE SYSTEMS IDENTIFICATION AND SUPPORT REF NO: DT 05/2026</u>
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (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 REQUIREMENTS</u>	:	Pretoria A recognised NQF 7 qualification in Computer Science/ Information Management or a related field. Five (5) years' relevant working experience in the field of software development and knowledge/ information management, of

which three (3) years must be supervisory/ management (ASD) level. Experience in software development (C#, net, MS SharePoint, PHP) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle, etc.) and management is essential. Working knowledge on Geographical Information Systems (GIS), Web Technology and Mobile Technology. Good communication skills (written and spoken). Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Knowledge of tourism and relevant policies, the Public Finance Management Act. Willingness to travel. Ability to interpret and apply policies, strategies and legislation. Ability to manage human and physical resources in the sub-directorate. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for ensuring information is always up to date and accurate on the central information repository; conducting analysis to implement systems using world standards and best practices; facilitating content rewriting and uploading; facilitating updates of the Tourism Knowledge Portal and the Integrated Tourism Knowledge System modules for different sub-sectors, including information sourcing, quality assurance and capturing of events etc; developing new Tourism Knowledge Portal and the Integrated Tourism Knowledge System pages/modules as per the needs of the tourism sector; conducting assessments for improved design and reengineering of knowledge systems; implementing strategies for the tourism central information repository regarding updates, maintenance and management; maintaining and quality assuring the national tourism database and other related databases; identifying and developing knowledge management databases and systems; distributing central repository information through different communication channels; implementing content and communication strategy on tourism sector information needs for the Tourism Knowledge Portal and the Integrated Tourism Knowledge System; identifying stakeholders for the development and management of the central information repository; interfacing with stakeholder relations management unit to align activities to other departmental initiatives during stakeholder engagements; ensuring that information collection on various tourism sub-sectors is informed by the needs of the stakeholders; collating, organising and hosting tourism information sessions for presentation on various platforms; implementing search engine and performance organisation on knowledge platforms; coordinating the development and maintenance of knowledge management systems; ensuring that quality assurance of knowledge management systems is executed according to acceptable standards; monitoring and analysing the performance of knowledge systems; developing knowledge systems reports for planning and decision making; managing the development of knowledge information dissemination techniques; monitoring the continuous performance measurement of the search tools; providing the system performance standards to inform decision making.

ENQUIRIES : Mr T Modjadji Tel No: (012) 444 6383

APPLICATIONS : Recruitment0526@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 05/306 : **DEPUTY DIRECTOR: COMMUNITY PARTICIPATION REF NO: DT 06/2026**

SALARY : R1 059 105 per annum (Level 12), (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 : Pretoria
A recognised NQF 7 qualification in Tourism/ Social Sciences. Five (5) years' relevant working experience, of which three (3) years must be supervisory/ management (ASD) level. Understanding of Universal Access and Community Development. Knowledge of the Public Finance Management Act. Knowledge of the Tourism Act. Knowledge of MS Office. Computer literacy. Good communication skills. Ability to work under pressure. Effective and efficient budget management. Ability to source funds for projects. Good presentation skills. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for developing a programme that promotes Universal Accessibility; conducting Universal Accessibility audits at Government owned Provincial Parks; engaging with public and private

<u>ENQUIRIES</u>	stakeholders; engaging with TGCSA, TBCSA to promote Universal Accessibility; designing the UA Training Programme; stakeholder consultation; engaging with CATHSETA on the training programme accreditation; identifying and mobilising stakeholders for possible partnerships; creating awareness programmes of support available for Community Based Tourism.
<u>APPLICATIONS</u>	Mr B Langalibalele Tel No: (012) 444 6515
<u>NOTE</u>	Recruitment0626@tourism.gov.za
<u>POST 05/307</u>	EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.
<u>SALARY</u>	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DT 07/2026</u>
<u>CENTRE REQUIREMENTS</u>	R586 956 – R1 386 972 per annum, (suitable salary will be determined in accordance with the OSD determination), (Notch and 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 personal needs within a framework)
<u>DUTIES</u>	Pretoria An LLB qualification. At least 8 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure (high court and magistrate court rules. Knowledge of PAJA, PAIA, and POPIA. Knowledge of Contracts and Legislation. Analytical thinking skills. Experience in legal drafting. Good verbal and communication skills. Project management skills. Computer literacy. The successful candidate will be responsible for researching the applicability of legal principles on legal opinion; conducting research on applicable policy, legislation and legal principles with legal opinions; formulating questions to be answered on legal opinions; studying and citing relevant cases on aspects related to legal opinions; providing recommendation and conclusion within permissible legal prescripts; consulting clients to verify requests for opinion and contents of the opinion upon finalisation; ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute; ascertaining that the intentions of the department and its entities are reflected in proposed or amendment bills; facilitating drafting of cabinet memorandums; responding to legal opinion aspects that arise during public hearings and parliamentary sessions; establishing if the department should litigate or defend a matter; consulting with relevant line functions; providing evidence in regard to possible settlement and negotiating settlements with opponents; preparing instructions to State Attorneys and making recommendations for appointment of suitable Advocates where necessary; monitoring court cases from inception to finalisation; reviewing all pleadings at all stages for the court case as per court rules; exploring alternative dispute resolution options for each court case; ensuring that briefings are prepared and court orders are implementing effectively; drafting and verifying contracts and international agreements; conducting research on applicable policy, legislation or regulation to be followed; determining if the contract is legal and whether it reflects the intention of the department; liaising with all stakeholders involved in the contract and negotiating on final control; certifying contracts and verifying consistency between instructions and the content of the contract, providing inputs into the strategic planning of the Directorate/ Chief Directorate and executing of the operational plan; providing supervision of Legal Administration Officers in the sub-directorate; submitting monthly and quarterly reports to the Director.
<u>ENQUIRIES</u>	Mr D Manngo Tel No: (012) 444 6319
<u>APPLICATION</u>	Recruitment0726@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 05/308</u>	<u>ASSISTANT DIRECTOR: TOURISM CAPITAL INVESTMENT INCENTIVES</u> <u>REF NO: DT 08/2026 (X2 POSTS)</u>
<u>SALARY</u>	R582 444 per annum (Level 10)
<u>CENTRE REQUIREMENTS</u>	Pretoria A recognised NQF Level 6 qualification in Tourism Management/ Finance/ Business Administration or related field. 3-5 years' relevant working experience (three years at a supervisory level will be an added advantage). Extensive knowledge of incentive schemes and or financial analysis and reporting. Understanding of the tourism sector and NDT policies. Knowledge of tourism in general. Knowledge of local government legislation and planning pertaining to local government. Knowledge of labour and financial legislations and regulations. Understanding of the PFMA and Public Sector legislation. Sound

<p>understanding of government policies. Sound understanding of the NDP, NTSS. Strategy making and analysis skills. Research skills. Managing IGR relations. People management skills. Negotiation skills. Communication skills. Relationship management skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).</p>	
<u>DUTIES</u>	: The successful candidate will be responsible for monitoring the implementation of project proposals for Tourism Capital Investment Incentives; designing and refining new and existing programmes; ensuring effective impact of the programme and access to eligible tourism capital; conducting operating standards and procedures for the receipt, evaluation and adjudication of proposals; evaluating proposals in line with the programme guidelines; monitoring the attainability and sustainability of performance standards as per departmental objectives; executing the analysis of performance standards as per departmental objectives; executing the analysis of performance and impact against programme objectives; monitoring internal and external stakeholder management; development and maintenance of a database of applicants to and beneficiaries of incentive programmes; liaising with key stakeholders including implementation partners, provinces and industry associations on matters related to the development, improvement and implementation of incentive programmes; ensuring effective communication around incentive programmes with all relevant stakeholders.
<u>ENQUIRIES</u>	: Mr C Nakkooda Tel No: (012) 444 6568
<u>APPLICATIONS</u>	: Recruitment0826@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 05/309</u>	: <u>ASSISTANT DIRECTOR: PROJECT COORDINATION AND REPORTING</u> <u>REF NO: DT 09/2026</u>
<u>SALARY</u>	: R582 444 per annum (Level 10)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A recognised NQF Level 6 qualification in Project Management/ Tourism Management/ Development planning. 3-5 years' relevant working experience in Programme and Project Management in tourism or economic development related field of which three years must be at supervisory level. Knowledge of tourism management and development. Knowledge of Project Management systems. Financial Management skills. Human Resource Management skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).
<u>DUTIES</u>	: The successful candidate will be responsible for the coordination, and administration of tourism infrastructure, product experience and route development projects; providing support in the planning and implementation of prioritised projects and its activities in line with policies and practices; assisting to monitor the implementation of prioritised projects and drafting reports; keeping a record of prioritised projects; providing support in the development of reports or proposals; assisting with stakeholder identification; assisting in managing communication with stakeholders; assisting with the facilitation of working group meetings.
<u>ENQUIRIES</u>	: Mr X Dlamini Tel No: (012) 444 6568
<u>APPLICATIONS</u>	: Recruitment0926@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 05/310</u>	: <u>ASSISTANT DIRECTOR: MONITORING AND DATA MANAGEMENT</u> <u>REF NO: DT 10/2026</u>
<u>SALARY</u>	: R582 444 per annum (Level 10)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A recognised NQF Level 6 qualification in Economics, Development Studies, Statistics and Social Sciences. An NQF Level 7 qualification will be an added advantage. 3-5 years' relevant working experience in monitoring and evaluation of which three (3) years must be at supervisory level. Experience in research, knowledge of monitoring and evaluation practices. Understanding of data collection processes. Knowledge of data processing. Knowledge and management of databases/ systems. Knowledge of the National Development Plan. Knowledge of Government-Wide Monitoring and Evaluation Policy Framework. Knowledge of PFMA, finance and procurement. Knowledge of departmental policies and procedures. Knowledge of Public Service prescripts. Research skills. Monitoring and evaluation skills. Planning and project management skills. Human Resource Management skills. Interpersonal skills.

<u>DUTIES</u>	Good communication and presentation skills. Knowledge of statistics (data analysis and interpretation). Report writing skills. Stakeholder engagement. Analytic skills. Problem solving analysis skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).
	The successful candidate will be responsible for assisting with identification of monitoring indicators for Departmental projects/ programmes/ policies; assisting with the development of monitoring guidelines; assisting with the development and implementation of monitoring tools; assisting with monitoring of the implementation of Improvement Plans for Departmental projects/ programmes/ policies; assisting with the development of M&E databases/ systems; assisting with conducting capacity building on the usage of the M&E system; assisting with provision of continuous support on the usage of M&E system; assisting with the development of guidelines for M&E data collection; assisting with conducting training on data collection; conducting site visits and data collection; assisting with the development of monitoring reports; assisting with the development of data coding list; supervising data capturing for M&E projects; verifying and validating data captured on the M&E system; conducting data cleaning; assisting with the analysis of data collected for M&E; assisting with the development of quarterly monitoring reports for departmental projects/ programmes/ policies in line with indicators identified; assisting with the development of evaluation reports and improvement plans for the departmental projects/ programmes/ policies.
<u>ENQUIRIES</u>	Mr T Mafela Tel No: (012) 444 6371
<u>APPLICATIONS</u>	Recruitment1026@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 05/311</u>	<u>PROGRAMME PLANNING AND IMPLEMENTATION OFFICER REF NO: DT 11/2026 (X2 POSTS)</u>
<u>SALARY</u>	R397 116 per annum (Level 08)
<u>CENTRE</u>	Pretoria
<u>REQUIREMENTS</u>	A recognised NQF Level 6 qualification in Human Resource Development or related qualification. 2-3 years' relevant working experience in project management. Knowledge and understanding of the tourism and hospitality sector. Understanding of the SETA landscape. Knowledge of Human Resource Development. Knowledge of the Skills Development Act. Knowledge of Public Service and Departmental procedures and prescripts related to HRD. Programme and Project Management skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).
<u>DUTIES</u>	The successful candidate will be responsible for participating in recruitment and selection, registration and induction of participants of skills development programmes; monitoring the implementation of skills development projects – theoretical training (classroom/ online), scheduling project site visits and developing project progress reports; facilitating the process of participants placements and engaging with potential host employers; participating in the identification, formulation and appraisal of projects/ programmes; providing the identification of solutions to remove obstacles to project implementation or minimising their effects; documenting any emerging factors that could preclude the attainment of project objectives; monitoring projects to assess project performance and tracking project milestones and deliverables; liaising with Minister/ Deputy Minister's office to ensure protocol and procedures to be followed for projects/ programmes; assisting with the maintenance of appropriate internal controls and reporting systems in order to meet project objectives; assisting in preparing Minister/ Deputy Minister's briefing notes, submissions and reports for project/ programmes; facilitating the establishment of Project Advisory Committee; facilitating quarterly meetings with the Project Advisory Committee Members – internal and external; providing secretarial support service for meetings; facilitating project launch; facilitating project graduation; facilitating meeting invitations to all stakeholders including the process of facilitating invitations of political heads for projects/ programmes; providing administrative and technical support to Programme Planning and Implementation; providing support as required in facilitating the implementation of skills development projects; initiating process mapping tools in developing procedures, process and workflows related project implementation; providing project management support in the developing of project proposals, documentation of new projects and preparation of terms of reference for new projects; ensuring compliance to current regulations; ensuring compliance to specific conditions as stipulated in the Memorandum of Agreement; facilitating the submission of regulatory audit reports; evaluating completion report and

ensuring finalisation of the close out reports; ensuring adherence to conditions as stipulated in the Memorandum of Understanding; assisting with the development of consolidated interim reports that conforms to prescribed formats; setting up of joint meeting Project Advisory teams; ensuring that all relevant stakeholders are familiar with various reporting formats, information needs and schedules and ensuring evidence-based quality reporting.

ENQUIRIES
APPLICATIONS
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: Ms P Rakoma Tel No: (012) 444 6448
: Recruitment1126@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.