

## 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 delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 13 March 2026 by 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. Indicate the correct job title and the reference number of the post on the subject line of your email. 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](http://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 the 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. Applicants 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, 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. 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 validity will be conditional to signing of the employment contract, performance agreement, 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.

## MANAGEMENT ECHELON

- POST 07/71** : **CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT (DT12/2026)**  
The purpose of this role is to facilitate efficient management and implementation of Tourism sector demand-led skills development initiatives.
- SALARY** : R1 494 900 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.)
- CENTRE REQUIREMENTS** : Pretoria  
A minimum SAQA recognised qualification at NQF level 7 plus proven strategic management and leadership skills. A minimum of 5 years' experience in a Senior Management position. Essential Skills and Knowledge: Thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of the tourism sector, Human resource

development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, and Computer Literacy. Possession of a valid driver's license and 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-entryprogramme/>. 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.

**DUTIES**

: Reporting to the Deputy Director-General: Tourism Sector Support Services, the successful candidate will also manage the following Directorates: Tourism Sector HRD and Governance, Programme Planning and Implementation. The Chief Director will be responsible for providing strategic leadership and direction, ensuring alignment with departmental objectives. Key functions include: Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD, initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development and formulate and manage the components resources against its strategic objectives.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Mr T Koena Tel No: (012) 444 6154  
: [Recruitment1226@tourism.gov.za](mailto:Recruitment1226@tourism.gov.za)  
: EE Note: African and Coloured females as well as People living with disabilities are encouraged to apply.

**POST 07/72**

: **DIRECTOR: ENTERPRISE DEVELOPMENT (DT13/2026)**  
The purpose of this role is to provide practical and meaningful sector support, including development and resourcing of the enterprises within the tourism sector.

**SALARY**

: R1 266 714 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.)

**CENTRE**  
**REQUIREMENTS**

: Pretoria  
: A minimum SAQA recognised qualification at NQF level 7 in Tourism Development/ Tourism Management/Tourism Development/ Economics/Financial Management/ Public Administration/ Public Management or an equivalent qualification. A minimum of 5 years' experience in an appropriate field at a Middle/Senior Management position. Essential Skills and Knowledge: Thorough knowledge of the Micro, Small and Medium Enterprises (MSMEs) development environment and awareness of the development finance environment. Knowledge of Tourism policies and procedures. Contract Management, Strategic Planning, Monitoring and Evaluation, Stakeholder Management, Project Management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, and Computer Literacy. Possession of a valid driver's license and 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-entryprogramme/>. 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.

**DUTIES**

: Reporting to the Chief Director: Enterprise Development and Transformation, the successful candidate will be responsible for providing strategic leadership and direction, ensuring alignment with departmental objectives. Key functions include: Manage the continuous development of the information portal,

coordinate on line training programmes and the call centre services of the Enterprise Development programmes: Source new content and manage the update of the information portal, Negotiate partnerships with third party for the growth and improvement of the portal, Upload business management training programmes into the portal, Manage the call centre policy for enterprise development programme, Monitor and analyse the portal usage. Facilitate tourism market access training and coordinate market opportunities for emerging enterprises: Identify market access exposure and training opportunities, Coordinate market opportunities for emerging enterprises, Facilitate partnership between enterprises and trade opportunities, Monitor project implementation and evaluate impact. Manage the development and support of tourism enterprises, including MSMEs: Facilitate empowerment and provide technical support to tourism entrepreneurs and enterprises, Identify tourism hubs and provide MSME opportunity analysis, Coordinate selection of enterprises for incubation, and Develop a growth plan for enterprises to be supported through the incubation. Lead the identification and design of technical, financial, and incentive instruments for MSMEs support and development: Facilitate empowerment and provision of technical support to tourism entrepreneurs and enterprises, Design and develop financial instruments for MSME support, Develop instruments for technical and equipment support for MSME, Develop capital incentive instruments for MSMEs, Roll out approved incentives and instruments for the benefit of MSMEs. Facilitate the implementation of sector support resource: Develop and roll out a national awareness campaign on the Enterprise Development Programme, Develop implementation plans for MoUs with external partners, Implement joint programmes with partners, Initiate resource sharing and mobilisation programmes with external partners. Manage the component resources against its strategic objectives.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

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