

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>	:	25 August 2026 by 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. 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 . 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.

OTHER POSTS

<u>POST 28/61</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: DT 43/2026</u>
<u>SALARY</u>	:	R932 292 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 REQUIREMENTS</u>	:	Pretoria An appropriate NQF 7 qualification in Labour Relations or equivalent qualification. Five (5) years' experience in a labour relations environment of which three (3) years must be at a supervisory level. A post graduate qualification in labour relations will be an added advantage. Knowledge and understanding of departmental policies and procedures, all labour laws

including LRA, BCEA and EEA. Ability to interpret and apply policies, strategies and legislations. Knowledge of Public Service Regulations, Record Management, the PFMA and Treasury regulations. Communication, analytical and ability to liaise with different stakeholders at different levels. Emotional intelligence and sound interpersonal relations skills. Proactive and innovative as well as technical skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES

: The successful candidate will be responsible for managing the registration of grievances, appointment of investigating officers and facilitation of grievances; managing investigations and conciliation or mediation meetings where appropriate; analysing investigating officers' reports and quality checking submission for approval; managing the communication on the outcome of grievances and aggrieved employees; ensuring that grievances are routed to the Minister if the employee remained dissatisfied; managing records of receipt of dispute referral forms and notices from Council or Commission; managing the logistics of disputes scheduled for Conciliation and Arbitration; ensuring the technical aspects of the disputes are considered; ensuring registration of misconduct cases; providing short exposition of the process from drafting of charges to conclusion of the case; taking instructions and ambit of instructions in relation to the desired outcome of disciplinary hearings; assisting counsel at arbitration proceedings; managing the appointment of investigators, initiators and presiding officers; managing investigations into allegations misconduct and compiling reports; managing the formulation of charges of misconduct; ensuring the internal approval process is followed following receipt of the presiding officer's reports; managing the communication on the outcome of the disciplinary hearing; overseeing the capturing of disciplinary outcomes on PERSAL; overseeing the processing of referred harassment cases; overseeing the implementation of the outcome decisions of the Financial Misconduct Committee (FIMICO); quality checking submissions to the Minister or his/her delegate if appeal has been lodged; managing the coordination of DBC's; managing secretarial services during task team meetings, bi-laterals and multi-laterals; ensuring that the relevant documents are available timeously and complete; ensuring that a mandate is received from the relevant authorities; complying with directives from Council, CCMA or Court to avoid interest costs; identifying technical aspects of the disputes; preparing rescission, variation of awards and reviewing applications to challenge awards and court judgements as and when required; providing objective and unbiased opinion and advising the department and employees on interpretation and application of rights in the collective agreements; identifying areas within the department requiring employee relations training; listening to employees' complaints and creating an atmosphere conducive to allowing for constructive discussion; monitoring employee relations trends in terms of collective bargaining internally (DBC) and externally (Council); providing written or oral advice to management and officials; monitoring the parties compliance with the LRA, Rules of Council and/or any other law regulating collective agreement engagements; ensuring that parties do not consult on salaries and other conditions of employment in respect of employees at the DBC; advising the employer representing team on options like caucus in order to minimise disruptions to DBC normal work.

ENQUIRIES APPLICATIONS NOTE

: Ms A Dreyer Tel No: (012) 444 6543
: E-Mail: Recruitment4326@tourism.gov.za
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment NB: EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 28/62

: **ASSISTANT DIRECTOR: CLAIMS NON-CAPITAL INCENTIVES REF NO: DT 44/2026**

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Pretoria
: A recognised NQF Level 6 qualification in Finance, Business Administration/ Economics. 3-4 years' relevant working experience in the appropriate environment in the private or public sector, of which 2 years should be on a senior practitioner level or equivalent. Knowledge of the PFMA. Knowledge of the Tourism Act. Knowledge of Public Sector Regulations. Knowledge of Treasury Regulations. Understanding of the National Tourism Sector Strategy and the Tourism Growth Partnership Plan. Project management skills.

DUTIES

Stakeholder management skills. Interpersonal and presentation skills. Numerical skills. Planning and organising skills. Knowledge of incentives will be an added advantage. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

: The successful candidate will be responsible for acknowledgement of claims; screening claims by applying programme guidelines, rules and policies; evaluating complete claims; preparing payment advices; submitting claims at finance for payment processing; collection of stubs/ proof of payment; compile list of monthly cancellations of claims; compiling and submitting weekly and monthly workload statistics report; managing the database and updating payments on a daily basis, compiling the Travellers list of approved enterprises; communicating to approved enterprises to confirm airport departure; requesting quotations for flight and accommodation through the department's travel agency; preparing visit authorisation enterprises and submit to the Department's travel office; verify travel vouchers and send to the approved enterprises; collecting post intervention reports from the beneficiaries after the submission of claims upon their return from the event; collecting the six-months Impact Analysis Report from beneficiaries following the supported event;; following up on the outstanding post intervention and six months Impact Analysis Report; verifying information collected through the post-intervention report and six-month's Impact Analysis Report; compiling and consolidating the interim financial statement and monthly TIP consolidated financial reports; assisting with reconciliation of travel and accommodation invoices against payments to the Department's travel agency; providing inputs to the monthly consolidated commitments, accruals and expenditure reports; reconciling approved enterprise claims, travel and accommodation against BAS reports and report discrepancies found to the Supervisor; providing inputs to the quarterly and annual TIP implementation reports; assisting with implementation of the Memorandum of Agreement for the Tourism Grading Support Programme (TGSP); ensuring transfers to the implementer are done timeously upon receiving the request; verifying the information on the TGSP report and annexures and generating a report; drafting the annual meeting schedule; attending and providing secretariat duties during meetings; checking completed MASP files and archive with Records Management; update information and documents on EDMS; ensuring all claims are recorded and filed accordingly after approval; respond to verbal and written client's queries, enquiries and referrals; liaising with internal and external stakeholders, meet walk in clients; marketing TIP incentives provincially; attending and participating in stakeholder awareness workshops and meetings; conducting site visits on a quarterly basis; identifying areas of improvements on the MASP guidelines and assisting to develop processes and material to ensure that readiness to introduce the revised guidelines.

ENQUIRIES

APPLICATIONS

NOTE

: Ms M Kekana Tel No: (012) 444 6333
: Email Application: Recruitment4426@tourism.gov.za
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 28/63

: **HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT**
CLERK REF NO: DT 45/2026

SALARY

CENTRE

REQUIREMENTS

: R237 453 per annum (Level 05)
: Pretoria
: A Grade 12 (Senior Certificate) or equivalent qualification. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Planning and organising skills. Good verbal and written communication skills. Interpersonal skills. Teamwork. Flexibility. HR experience would be an added advantage. A valid driver's license.

DUTIES

: The successful candidate will be responsible for providing administrative support for internal and external bursary scheme; receiving and processing tuition fee claims, prescribed book claims and related documentation; verifying student accounts and confirming previous payments where repeat modules are involved; preparing tuition payment requests and submit them to Finance within prescribed timeframes; maintaining accurate records of bursary beneficiaries

and related documentation; providing registry, document management and general administrative support; preparing, photocopying, scanning, binding and distributing documents for training, induction, orientation and other HRD programmes; receiving, distributing and tracking official correspondence; maintaining an effective filing and records management system; ensuring confidential disposal of documents through approved shredding processes; providing general administrative support to the Directorate; maintaining Human Resource Development databases and records; capturing and maintaining learner information on the HRD database; updating databases relating to internships, bursaries, Workplace Skills Plan (WSP) training interventions, induction and orientation programmes; producing accurate reports and statistics information when required; maintaining electronic and manual records of all HRD interventions; coordinating training logistics and supporting the implementation of learning interventions; arranging training venues and logistical requirements; coordinating learner registration and attendance confirmations; preparing attendance registers and training material; conducting pre-course administrative activities; monitoring attendance during training interventions; administering training evaluation forms and compile evaluation reports; arranging transport and other logistical requirements where applicable; liaising with training providers and internal stakeholder regarding training arrangements; providing administrative support to the internship programme; assisting with the administration and placement of interns within the Department; coordinating induction and orientation programmes for interns; maintaining intern records and monthly internship reports; supporting the implementation of internship development programmes; monitoring compliance with internship administrative requirements; providing administrative support for Performance Management and Development System; receiving records and filing performance agreements and performance assessment documentation; performing quality assurance on submitted PMDS documents; monitoring compliance with PMDS submission timeframes; compiling reports on outstanding and non-compliant submissions; maintaining accurate filing and record management of all PMDS documentations.

ENQUIRIES
APPLICATIONS
NOTE

Ms N Buthelezi Tel No: (012) 444 6149
 : Email Application: Recruitment4526@tourism.gov.za
 : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.