ANNEXURE L

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 : 20 November 2026 by 16:30 (Late applications will not be considered)

NOTE : Application must include a new Z83 form and CV only. Electronic applications 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 Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (i.e. old Z83 form) will not be considered. Each post's advertisement 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 Sections A, B, C, and D of the new Z83 form must be completed in full. Due to the limited space on the new Z83 form, it is acceptable for applicants to refer to their CV or indicate "see attached" in respect of Sections E, F and G. 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 Resource Management, and such qualifications and other related documents 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, or whose applications were received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and attainment of a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. By applying for this post, you are consenting to the Department of Tourism processing your personal information, subject to POPIA.

MANAGEMENT ECHELON

POST 40/127 : **DIRECTOR: NON-CAPITAL INCENTIVES REF NO: DT60/2026**

SALARY : R1 317 384 per annum (Level 13), (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 SMS dispensation)

CENTRE : Pretoria

REQUIREMENTS : A minimum SAQA recognised qualification at NQF level 7 in Accounting / Business Management / Economics / Business Administration / Development Finance or equivalent. A minimum of 5 years' experience in an appropriate field in a Middle / Senior Management position and experience in the provision of

support for small enterprises. Essential knowledge: A good understanding of the PFMA, National Treasury Regulations, relevant Public Sector Regulations, the Tourism Act and relevant Tourism policy documents (e.g. National Tourism Sector Strategy, Tourism Growth Partnership Plan, etc.). Knowledge of the structure and functioning of the Tourism sector. Understanding and experience in Project Management. Knowledge of the role and functioning of government incentive and financial support programmes will be an added advantage. Skills requirement: Strategic thinking skills (analytical, conceptual, problem solving); Policy formulation and implementation skills; Leadership and management skills (incl. Project Management, Financial Management, Human Resource Management, Risk Management and Stakeholder Management); Strong communication skills (verbal, written, presentation); and a high-level of Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for an SMS-level post 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 : The successful candidate will be responsible for: Providing strategic direction for the directorate through the formulation of business plans aligned to Departmental objectives. Overseeing the development of operational plans to guide implementation of functional responsibilities. Monitoring implementation of programmes and projects to ensure alignment with developed plans and strategic departmental objectives. Compiling quarterly implementation and management reports. Design and refining of new and existing programmes. Managing the ongoing implementation and administration of programmes to facilitate growth and development. Ensuring that programmes are accessible to eligible enterprises and are effective in achieving the intended impact. Ensuring effective internal and external stakeholder management. Developing operating standards and procedures for the receipt, processing, evaluation and adjudication of applications to programmes Developing and applying effective internal controls to mitigate risks in the implementation of programmes. Ensuring fair assessment and evaluation of applications in line with programme guidelines. Providing relevant support to adjudication committees. Ensuring that budget preparation is in line with strategic plans and Departmental objectives and expenditure is correctly projected, monitored and reported on. Managing Human Resources. Monitoring and reporting on the utilisation of equipment. Co-ordinating and monitoring the implementation of memoranda of understanding, service level agreements and expenditure reviews. Managing the processing of claims and payments to service providers. Developing and review payment process documentation. Reviewing and approving project payments.

ENQUIRIES : Mr B Meyer Tel No: (012) 444 6580

APPLICATIONS : Email application: Recruitment6026@tourism.gov.za

NOTE : EE Requirements: Coloured and White Male and Female candidates as well as Youth and People with Disabilities are encouraged to apply.

OTHER POSTS

POST 40/128 : **DEPUTY DIRECTOR: BUILDINGS MANAGEMENT AND AUXILIARY SUPPORT REF NO: DT61/2026**

SALARY : 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)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF level 7 qualification in Facilities Management / Property Management / Building Management / Build Environment. 5 Years' relevant experience in facilities and building management, of which 3 years must be at a supervisory level. Practical experience in the implementation of OHS. OHS-related training. Knowledge of administrative procedures. Building-related policies and procedures. Financial management. Supply Chain Management. National Building Regulations. Occupational Health and Safety Act. Good communication skills. Computer literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Listening Skill. Writing Skills. Technical Skills.

Construction management. Innovation. 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 procurement and maintenance for new or alternative office accommodation and building-related projects; Facilitating procurement of office accommodation for Head Office; Compiling needs assessments for the new/alternative accommodation; Verifying leases that are due to expire and prepare requests to the Department of Public Works and Infrastructure (DPWI); Compiling User Asset Management Plan (UAMP) for the Department in line with Treasury requirements; Compiling motivation for funding for office accommodation; Ensuring preventative maintenance in all buildings; Monitoring landlords' performance in line with the lease agreement; Compiling maintenance reports and prepare costing for repairs; Managing Utility accounts; Ensuring timeous payments of the rental and municipal services; Ensuring timeous payments for TV connections and licenses; Compiling and monitor office accommodation expenditure report; Managing office space and office allocation; Conducting office space audit to determine usage; Preparing location plans; Facilitating the relocation projects to new offices and newly procured offices; Facilitating the installation of telephone and IT connections; Managing auxiliary support services; Ensuring that cleaning services are provided in the building; Ensuring that food services are provided in the building; Ensuring that telecommunications are fully operational and well maintained; Monitoring telephone accounts and usage thereof; Managing messenger services; Managing production services; Monitoring implementation of Energy efficiency and Occupational Health and Safety (OHS) in all Departmental buildings; Compiling energy usage reports on a monthly basis; Conducting energy awareness programmes; liaising with DPWI and Eskom on the energy saving mechanisms; Facilitating implementation of OHS in all buildings; Leading the emergency teams during evacuation; Managing lease agreements, service contracts and service level agreements; Reviewing all service agreements and contracts; Holding quarterly review meetings with service providers; Preparing letters for non-compliance to service providers.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222

APPLICATIONS : Email application: Recruitment6126@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 40/129 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT MECHANISM REF NO: DT62/2026**

SALARY : 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)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF level 7 qualification in Work Study / Management Services / Operations Management / Organisational Development / Change Management / Industrial Psychology / Human Resource Management or related field. 5 years' experience in change management, organisational development, service delivery improvement, Batho Pele and/or operations management environment, of which three (3) years must be at supervisory level. Legislative and Regulatory Framework: Public Service Act of 1994 as amended. Public Service Regulations, 2016 as amended. Public Finance Management Act, 1999 as amended (PFMA). Treasury Regulations of 2005 as amended. The white Paper on Transforming Public Service Delivery (Batho Pele) (WPTPSD), 1997. Public Service Charter Directive. Operational Management Framework. Complaints and Compliments Management Framework (CCMF), 2013.All applicable directives from relevant authorities). Knowledge of: Policy development, analysis and implementation. Change Management. Project Management. Customer Focus and Responsiveness. Service Delivery Innovation. Programme and Project Management. People management and empowerment. Organisational, planning and co-ordination skills. Good communication skills (verbal and written). Computer literacy. Interpersonal skills. Analytical skills. Problem solving skills. Team Leadership. Research skills. Facilitation and presentation skills. Ability to work individually and in a team. Innovative. Conflict Resolution. Articulate. Initiative. Impact and

Influence. 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 designing and implement Change Management initiatives; Developing, review and monitor the implementation of the departmental change management framework; Developing and implement change management strategies in response to change initiative projects in the department; Conducting culture surveys and audits to assess the Departmental change requirements; Determining change requirements aligned to changes in systems and processes (including IT processes and systems); Collaborating with and influence stakeholders on change requirements, as the custodian of change in the Department; Developing interventions to address change requirements; Networking, influence, and liaise with operational managers and staff to ensure change buy-in and implementation; Identifying and develop relevant communique and supporting change management material; Identifying change agents within the Department and ensure their effective onboarding; Facilitating the development of training to capacitate the Departmental change agents; Continuously measure and evaluate results and progress; Coordinating the development and implementation of Departmental service delivery improvement planning; Coordinating the planning, development , implementation , monitoring, reporting and evaluation of continuous service delivery improvement within the department; Designing and co-ordinate implementation of client orientation strategy and policy; Ensuring that the department has developed a functioning, well-managed complaints and compliments management system that informs critical service delivery and citizen satisfaction areas of improvement as outlined in the Complaints and Compliments Management Framework; (CCMF), 2013; Establishing and maintain correspondence with clients and stakeholders and respond queries; Designing, implement, and maintain suggestion system to improve customer service; Conduct customer service improvement surveys (internal and external); Participating in the National service delivery and innovation fora; Developing and review service standards delivery charter in the department; Coordinating the development, review and implementation of the minimum standards for the level and quality of services the department will provide; Developing and review the departmental service Delivery Charter; Monitoring departmental performance against standards and produce annual reports; Implementing Operational Management Framework (OMF) in collaboration with the Organizational Development unit; Coordinating and monitor the implementation of the Batho Pele Programmes; Managing the customer service improvement programmes; Developing, review and monitor the implementation of Batho Pele Plan; Managing the Batho Pele Programmes in the department; Ensuring continuous reporting on Batho Pele compliance; Representing the Department at all functions of Batho Pele meetings and forums; Facilitating the departmental Know Your Rights campaigns and the Service Excellence Awards in the department; Establishing Departmental Batho Pele Forum and co-ordinate its programmes; Ensuring improved client satisfaction, customer relations and customer care plans.

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

APPLICATIONS : Email application: Recruitment6226@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 40/130 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: DT63/2026**

SALARY : 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)

CENTRE : Pretoria

REQUIREMENTS : A recognized NQF 7 qualification in in Security Management / Safety Management or other related qualifications. 5 years relevant experience in a security management environment, of which 3 years must be at a supervisory level. Practical experience in the implementation Minimum Information Security Standards (MISS). Minimum Physical Security Standards (MPSS). Security Managers Course will be an added advantage. Administrative procedures. Security-related policies and procedures. Minimum physical Security

Standards. Control of Access to Public Premises Act. National Key Points Act. POPIA. Public Financial Management (PFMA). Supply Chain Management. Occupational Health and Safety Act. Basic Conditions of Employment Act. Public Service act and Regulations. Good communication skills. Computer Literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Financial Management. Listening skills. Analytical skills. Investigation 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 operations, physical security, and the implementation of the contingency plan in the department; Reviewing and update the security operations manual; Ensuring that physical security is delivered in line with Departmental Security policy; Maintaining an updated security plan for the department; Ensuring provision of reception services; Conducting security inspections on all security points; Creating security registers to ensure proper record-keeping; Inspecting security personnel on duty; Maintaining an updated Security Operational Plan; Monitoring security personnel overtime and submit claims for overtime and shift allowances for approval; Reviewing security policy; Reviewing and assess security services rendered; Evaluating performance of all subordinates; Maintaining and update the contingency plan; Providing input to the development and updating of the Business Continuity Plan; Conducting regular tests on all security equipment; Identifying training needs for operational security personnel; Identifying risks and threats to the security of the department as well as the department's capability to counter security threats; Conducting physical appraisals in compliance with MISS and MPSS; Conducting threat and risk assessments; Conducting key audits and ensure that registers are maintained; Coordinating implementation of security contingency plan; Managing the execution of fieldwork investigations and conduct preliminary investigations into all reported security breaches within the department; Establishing, develop system and processes that will ensure compliance in relation to the relevant legislation, policies, prescripts and procedures of personnel security; Managing and provide a security vetting capacity in accordance with the National Vetting Legislative Framework; Managing and co-ordinate the execution of security vetting practices in accordance with, and in consultation with, the State Security Agency (SSA); Managing supportive administrative systems, channels and infrastructure to comply with vetting requirements; Conducting security preliminary investigations; Compiling report on security breaches; Submitting investigation reports for inspection; Reporting breaches to the South African Police Service; Managing Information Security in the Department in accordance with prescribed security procedures, rules and regulations; Managing Information Security in the Department; Monitoring Communication and IT security in the Department; Developing and implementation of security risk management programmes within the Department; Managing document security in the Department; Assisting in managing the Personnel Suitability checks; Information security awareness programmes within the Department; Managing and inspection of outsourced security service to ensure compliance with departmental standards and contractual requirements; Supervising and monitor private security service providers, ensuring effective deployment and performance of security personnel; Conducting monthly performance meetings with security service providers and prepare and submit accurate meeting minutes and report to management; Ensuring effective contract management of outsourced security guard service in accordance with the Service Level Agreement (SLA); Monitoring service provider performance, identify non-compliance or operational gaps, and facilitate corrective actions where required; Verifying that contracted security service are delivered efficiently, Consistently, and in line with agreed service standards and contractual obligations.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222

APPLICATIONS : Email application: Recruitment6326@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 40/131 : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: DT64/2026**

SALARY : R610 434 – R1 442 451 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)

CENTRE : Pretoria

REQUIREMENTS : 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, Computer Literacy, Analytical thinking, Legal Drafting, Dispute Resolution, Legal Research, Good verbal & Written Communication Skills, and Project & contract management Skills.

DUTIES : The successful candidate will be responsible for Legal Advices/ Opinions; Supervising and providing legal advices/ opinions in the Department by: Researching the applicability of legal principles on egal opinions; Higher legal position of the Opinions; Conducting research on applicable policy, legislation or regulations and legal principles with legal Opinions; Formulating questions to be answered on legal Opinions; Studying and cite relevant cases on aspects related to legal Opinions; Providing recommendations and conclusions within permissible legal prescripts; Consulting client to verify request for legal opinions and contents of the legal opinions upon finalisation; Policy and Legal development; Ascertaining whether legislation is in accordance with principle of drafting and interpretation of statutes; Ascertaining that the intention of Department and entities are reflected in the said proposed bill or amendment bill; Reviewing existing legislation to explore opportunities for its amendment and improvement; Perusing and study draft of proposed bill or amendment bill; Facilitating with the drafting of cabinet memorandum; Piloting legislation through the parliamentary process; Making necessary submissions and presentations on draft legislation; Responding to legal opinion aspects that arise during public hearing and parliamentary sessions; Consulting with and getting instructions from the relevant line function; Litigation management; Collecting and providing evidence in regard to possible settlements and negotiate settlements with opponents; Preparing instructions to State Attorneys and make recommendations for appointment of suitable Advocates, if necessary; Monitoring court cases from inception to its finality; Liaising with State Attorney in managing court cases; Determining factual and legal situation on cases brought forward; Establishing if the Department should litigate or defend matter; Reviewing all pleadings at all stages for the court cases as per court rules; Consulting with the relevant line function at each stage of the pleadings; Exploring alternative dispute resolution options for each court cases and prepare an opinion on same; Ensuring that the briefings are prepared and court orders are implemented effectively; Preparing brief advising the relevant authority seeking authority to institute or defend the Departmental legal position; Preparing brief advising the relevant Authority seeking authorisation to institute or defend the Departmental legal position; Conducting research on applicable policy, legislation or regulation to be followed; Drafting legal documents and advices on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; Ensuring that there is consistency when applying the legal principles; Liaising with Stakeholders on legal interventions; Drafting and/ or edit legal correspondence on all legal administrative enquiries; Conducting awareness on the legal interventions; Providing inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan; Providing supervision of the Legal Administration Officers and Interns in the Sub-Directorate; Submit monthly and quarterly report to the Director

ENQUIRIES : Mr P Letsoalo Tel No: (012) 444 6313

APPLICATIONS : Email application: Recruitment6426@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 40/132 : **ASSISTANT DIRECTOR: SECURITY OPERATIONS REF NO: DT65/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits.

CENTRE : Pretoria

REQUIREMENTS : A recognized NQF Level 6 qualification in Security Management / Safety Management or other related qualifications. Minimum of 3 years in a Security Management environment, of which 2 years must be at senior practitioner level. Experience in Security / SAPS / SSA / Private Security. Experience in Access Control. Investigations Experience. Ability to interpret Security legislation such as MISS and MPSS. Knowledge of security-related legislation and prescripts. Ability to interpret and apply security policies, directives, procedures and prescripts. Administrative procedures. Financial management. Public Service Act and Regulations. Basic Conditions of Employment Act. Occupational Health and Safety Act. Criminal Procedures Act. Access to Public Premises and Vehicles Act. Access Control Procedures. Minimum Physical Security Standards. Minimum Information Security Standards. Good communication skills. Computer Literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Listening skills. Writing skills. Problem-solving. Technical skills. Security management. Observations skills. Investigations skills. Customer relations. A valid driver's.

DUTIES : The successful candidate will be responsible for Managing physical security and monitor the surveillance system; Ensuring that access control is monitored; Monitoring security control room operations; Conducting control room inspections; Monitoring electronic detection systems; Inspecting systems and ensure effective control; Inspecting all security registers; Ensuring professional dress code standards is maintained; Conducting after-hours inspections; Monitoring outsourced security service; Managing and control keys for the Department; Ensuring keys are kept in line with prescripts; Keeping and control safe keys and combination; Ensuring that keys are issued as per policies and prescripts; Inspecting key storage cabinets; Identifying risks and threats to the security of the department and vulnerability of the department's capability to counter security threats; Conducting physical security inspections and patrols; Verifying effectiveness of security system; Ensuring that security officers patrol the building; Conducting investigations and compile report in case of physical security incidents/breaches; Investigating and report security breaches; Managing duty shift for security personnel; Ensuring availability of monthly shift rosters; Preparing shift allowance claims; Managing and plan leave; Checking shift registers; Compiling shift allowance claims; Managing of Reception Services; Monitoring reception operations; Inspecting visitor registers; Compiling visitor statistics; Ensuring professional dress code; Supervising human resources; Ensuring quality of work; Ensuring personnel development; Assessing staff performance.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222

APPLICATIONS : Email application: Recruitment6526@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 40/133 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DT66/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF Level 6 qualification in Human Resource Management / Human Resource Development / Public Administration / Public Management or related equivalent qualification. Five years' working experience in Human Resource Management / Administration of which 3 years' must be at supervisory level. Experience in Recruitment, Selection and Appointments and Conditions of Service. Applicants must be in possession of the Introduction to PERSAL, the PERSAL Administration and the Administration of Leave certificates. Knowledge of relevant Acts, Policies and Prescripts. Knowledge of relevant HR practices in the Public Service and in the Department. Knowledge of relevant HR formulas. Knowledge of interdependencies in other areas. Knowledge of the mandate and objectives of the department. PERSAL knowledge. Basic Conditions of Employment Act. Salary Structuring. DPSA Directives. Employment Equity Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Rules and procedures related to conditions of service, HR compliance and reporting. Leadership skills. Project management. Stakeholder management. Verbal and written communication skills. Computer literacy (MS Office, PERSAL and any electronic workflow system). Ability to work under pressure. Customer focus. Interpersonal skills. Ability to work

individually and in a team. Problem solving skills. Analytical skills. Financial and number skills. Supervisory and management leadership. Presentation. Change Management. Highly flexible. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered)

DUTIES : The successful candidate will be responsible for supporting effective recruitment, selection and appointment processes through policy development and the implementation of such policy; Reduction of vacancy rate in line with the target in the strategic plan; Compiling and advertising of posts; Provisioning of advice to line managers on recruitment matters in line with the relevant legislative framework and internal policies; Making written follow-ups with line managers on delayed recruitment activities to ensure that Posts are filled within time frames; Ensuring proper recording of applications and submission of applications to line managers within agreed upon standards; Writing quality recruitment submissions in respect of transfers and secondments etc; Arranging competency assessments; Conducting personnel suitability checks and verification of qualifications; Attending to any other recruitment related activities in the end to end process; Supporting the administration and application of conditions of service and benefits; Quality control of leave administration; Quality control of completed pension forms destined to GEPF/GPAA; Providing advice to employees on pension related matters; Providing advice to employees regarding medical aid administration (GEMS); Processing of resettlement of employees on transfers, appointments and retirement; Processing of long service recognition and arrange payments and hand out letters and certificates; Managing housing allowance and state guarantee scheme applications; Facilitating the process of resignations, retirements, deaths and dismissals; Giving advice , provide relevant forms and recommend/ approve leave gratuity payouts; Co-ordinating the PILIR process between the department and the Health Risk Manager, including writing submissions; Attending to any other service conditions and benefits related activities; Providing administrative support and supervisory duties; Logistical arrangements for meetings; Obtaining monthly PERSAL and Establishment reports in order to ensure alignment between recruitment processes and funded vacant posts; Taking minutes during meetings in which secretariat duties are required (e.g. interviews), and prepare where applicable action lists; Following-up on outstanding actions lists; Input during the review of HR systems, policies and processes; Auditing files; Maintaining various databases and HR related information on EDMS; Overseeing the performance of subordinates and manage their inputs, discipline and wellbeing; Structuring MMS/SMS packages and approve PERSAL transactions; Administer Injury of Duty cases; Administering probations; Presenting and conducting information sharing session on topical issues related to the job; Conducting various written reports and or submission; Participating in specialised projects; Supervising, manage and do quality control of the work of others; Implementing and approve various PERSAL transactions

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154

APPLICATIONS : Email application: Recruitment6626@tourism.gov.za

NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.