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.

APPLICATIONS : Applications, quoting the relevant reference number, must be forwarded to the attention of the Chief Director: HR Management and Development at the Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided. Email applications: Recruitment6726@tourism.gov.za

CLOSING DATE : 04 December 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 42/257 : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: DT67/2026**

SALARY : R1 554 696 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 : Pretoria

REQUIREMENTS : A minimum SAQA recognised qualification at NQF level 7 in Human Resources/ Public Administration or a Social Science-related qualification plus proven strategic management and leadership experience. A minimum of 5 years' working experience in a Senior Management position in a Human Resources environment. In-depth knowledge and application of the Human

Resources prescripts applicable in the Public Service, including the Public Service Act and Regulations. Knowledge and experience in Security and Facilities Management will be an added advantage. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery, and problem solving. Proven experience and skills in policy development, implementation, and stakeholder management. In-depth knowledge and application of prescripts applicable in the Public Service, including Public Finance Management Act and Treasury Regulations; Required Skills: Strategic Management and Leadership, Verbal and Written, Computer Literacy; Knowledge of the Government Planning and Delivery Cycle; Computer Literacy; 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-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting to the Deputy Director General: Corporate Management, the successful candidate will be responsible for the following key functions: Provide leadership and strategic direction to the Chief Directorate; Render Strategic Human Resource Services, including management of labour relations, and champion the development, implementation of the Human Resource Strategy; Facilitate the development and implementation of effective talent management and retention strategy; Oversee the development and implementation of training and development interventions for the Department; Facilitate an effective employee performance management and employee relations systems. Manage Security and Facilities Management; Manage and facilitate the provision of employee health and wellness, including occupational health and safety.

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