

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** : 10 April 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. 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

- POST 10/338** : **DEPUTY DIRECTOR: TOURIST GUIDING COMPLIANCE REF NO: DT 16/2026**
- SALARY** : R1 059 105 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 7 qualification in Tourism Management or related field. Five (5) years' relevant work experience in the field of tourism, tourist guiding and/or in the policy, legislative and compliance environment of which three (3)

		years must be at supervisory/ management (ASD) level. Extensive knowledge of tourism and management experience. Knowledge of legislation and authorities pertaining to tourist guiding. Knowledge of labour and financial legislations and regulations. Understanding of the PFMA and Public Sector legislation. Sound understanding of government policies. Sound understanding of the NDP, NTSS. Research and analysis skills. Stakeholder engagement skills. People management and empowerment skills. Excellent communication and negotiation skills. A valid driver's licence (Candidates with disabilities that prevent them from driving will be considered).
<u>DUTIES</u>	:	The successful candidate will provide strategic input and management to strengthen compliance, governance and performance within the tourist guiding sector. This role entails implementing the strategic direction, programmes and frameworks of the component to ensure full alignment with departmental objectives, as well as overseeing the development and execution of operational plans. The incumbent will monitor the implementation of strategic and business plans, align individual and unit performance to departmental priorities, and ensure the achievement and sustainability of agreed performance standards. The post requires driving continuous improvement of legislation, policies, norms and standards regulating the tourist guiding sector. This includes coordinating the review and implementation of legislative and policy frameworks; ensuring alignment between departmental priorities and sector regulations; facilitating integrated planning and implementation across programmes; and strengthening compliance systems. The incumbent will establish and maintain effective partnerships with key stakeholders and oversee coordinated planning, implementation, monitoring and reporting on sector interventions. The Deputy Director will also provide strategic oversight and coordination to the Office of the National Registrar and support Provincial Registrars. This includes ensuring alignment between departmental priorities and the mandate of the National Registrar; strengthening governance, management systems and reporting mechanisms; ensuring compliance with all applicable legislation and regulatory prescripts; and facilitating structured engagement and collaboration with provincial registrars and other stakeholders to advance sector development.
<u>ENQUIRIES</u>	:	Ms U Pillay Tel No: (012) 444 6386
<u>APPLICATIONS</u>	:	Recruitment1626@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. And Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment
<u>POST 10/339</u>	:	<u>ASSISTANT DIRECTOR: BILATERAL RELATIONS AND COOPERATION</u> <u>REF NO: DT 17/2026</u>
<u>SALARY</u>	:	R582 444 per annum (level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6 qualification in International Relations/ Development Economics/Economics/ Tourism or related field. 3-5 years' relevant working experience in International Relations/ Tourism or related field of which three (3) years must be at supervisory level. Knowledge of International Relations. Knowledge of tourism management and development. Financial management skills. Strong writing 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 facilitating the identification and assessment of prioritised areas in terms of national tourism interests, coordinating these national priorities through bilateral relations with prioritised countries, coordinating the implementation strategy and plans for signed international agreements in the field of tourism undertaking desk top research to identify international best practices' regularly engaging with relevant international counterparts, providing regular progress reports, drafting relevant documents such as submissions, letters, briefing notes, etc, supporting relevant stakeholder consultation, facilitating participation in bilateral forums with prioritised countries, facilitating capacity building initiatives, and liaising with Embassies and High Commissions.
<u>ENQUIRIES</u>	:	Mr D Nyalunga Tel No: (012) 444 6704
<u>APPLICATIONS</u>	:	Recruitment1726@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 10/340</u>	:	<u>ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: DT 18/2026</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6 qualification in International Relations, Political Science, Public Administration and Economics. 3-5 years' relevant working experience in International Relations or Tourism or related fields, of which three (3) years must be at supervisory level. Knowledge of International Relations. Knowledge of tourism management and development. Financial management skills. Human resource management skills. Good presentation and communication 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 facilitating the identification and assessment of prioritised areas in terms of national interests; coordinating national priorities through bilateral relations with prioritised countries; coordinating the implementation strategy; assisting in the alignment of the implementation strategy with national priorities; assisting in coordinating international terms of reference to identify best practices; facilitating the process of identifying a point of interface with prioritised countries; assisting in the continuous reporting in terms of level of agreements reached; enforcing alignment to framework for stakeholder consultation; assisting in engaging stakeholders and identifying areas of analysis; coordinating the process of stakeholder engagements; assisting in making inputs and participation at bilateral forums with prioritised countries; communicating terms of reference for bilateral relations; assisting in identifying the capacity building initiatives to enhance national priorities; assisting in assessing the regional values and interests for proactive integration; facilitating participation from regions to identify areas of development; assisting in coordinating strategic plans for bilateral engagements; assisting in facilitating the alignment of strategic plans with the national priorities; facilitating strategic partnerships with prioritised countries.
<u>ENQUIRIES</u>	:	Mr S Mukwevho Tel No: (012) 444 6633
<u>APPLICATIONS</u>	:	Recruitment1826@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 10/341</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION REF NO: DT 19/2026</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6 qualification in International Relations/ Politics and/or Tourism. 3-5 years' relevant working experience in International Relations, Politics and/or Tourism of which three (3) years must be at supervisory level. Knowledge of International Relations. Knowledge of tourism management and development. Financial management skills. Human resource management skills. Good presentation and communication 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 facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with the national priorities; coordinating strategic partnerships with prioritised organisations/ countries; facilitating the development of the stakeholder consultation framework; assisting with engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintaining of the multilateral engagements database for the Department; updating the database on a continuous basis; retrieving information for the database when required for use; assisting in undertaking research to identify international best practices; facilitating identification of point of interface and regularly engaging with prioritised organisations/ countries; liaising with relevant international

		organisations and diplomatic missions, drafting relevant documents such as submissions, briefing notes, letters, internal memos, etc, providing regular progress reports.
<u>ENQUIRIES</u>	:	Mr N Buso Tel No: (012) 444 6632
<u>APPLICATIONS</u>	:	Recruitment1926@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 10/342</u>	:	<u>TOURIST GUIDING SUPPORT OFFICER REF NO: DT 20/2026</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF Level 6 qualification in Tourism Management or equivalent. A minimum of 2-3 years' relevant work experience in a relevant environment. Knowledge of the tourism/ tourist guiding sector will be an advantage. Proven administrative experience. Ability to provide administrative support for all projects. Excellent communication skills with the ability to provide comprehensive administrative support to projects and programmes. Sound knowledge of the tourism and tourist guiding environment, as well as applicable legislative and governmental frameworks across all spheres of government. Strong organisational and multitasking abilities with experience and skills in project planning and implementation. Competence in database management and financial administration. Excellent written and verbal communication skills, with ability to engage professionally and effectively with stakeholders and manage challenging situations. Ability to work within a team environment. A valid driver's licence is required (candidates with disabilities that prevent them from driving will be considered).
<u>DUTIES</u>	:	The successful candidate will provide administrative and coordination support for initiatives aimed at the growth and development of the tourist guiding sector. This includes assisting with the planning and coordination of stakeholder workshops on legislation, as well as capacity-building and consultation sessions addressing identified gaps and proposed solutions. The incumbent will support the legislative review process by assisting with the drafting of documents outlining sector challenges, proposed amendments, and implementation plans, and by coordinating related processes in collaboration with the Legal Services unit. The role further involves supporting the development of strategies, policies, norms and standards for the sector; providing ongoing administrative support to Provincial Registrars and Registration Officials; and assisting with conducting needs analysis to identify skills gaps within the sector. The incumbent will also assist in developing and monitoring training programmes for both existing tourist guides and new entrants, ensuring that agreed deliverables and timeframes are met. Responsibilities also include coordinating logistical arrangements for stakeholder engagements; performing secretariat functions, including minute-taking and tracking action items; and assisting with the compilation of draft monthly and quarterly reports based on information received from provinces.
<u>ENQUIRIES</u>	:	Ms U Pillay Tel No: (012) 444 6386
<u>APPLICATIONS</u>	:	Recruitment2026@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.