

ADVERTISEMENT

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: 11 May 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.

POST: **ADMINISTRATION CLERK: PEP SECTOR SUPPORT AND REPORTING REF NO: (DT 27/2026)**

SALARY: R 228 321.00 per annum (Salary level 05)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 certificate or equivalent. Ability to communicate well with different people in different levels and from different backgrounds. Good telephone etiquette. Sound organisational skills Knowledge of PEP reporting system. Knowledge of EPWP programmes. Knowledge of relevant legislation / Policies / Prescripts and Procedures. Basic written and Communication Skills. Computer Literacy

DUTIES: The successful candidate will be responsible for receiving data and creating monthly folder for record data management; cleaning and transferring PEP project reported data

to PEP reporting system (PEPRS) simplified form; uploading verified cleaned data on the PEPRS and submitting for authorization; analysis of demographic information; identifying female, youth and persons with disability from PEP project report; populating lists of all received PEP project report on a balance score card; capturing number of beneficiaries, days worked, reporting month, date received and year captured; using PEP weekly comprehensive report to check if what comes from the PEPRS is the actual data captured; using lists of eligible projects submitted from regional offices on a monthly basis.

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

ENQUIRIES: Mr M Ntsoane Tel. (012) 444 6479

EMAIL APPLICATION: Recruitment2726@tourism.gov.za