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: 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, including those for the Senior Management Service, 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). 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. 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.

POST: **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: (DT66/2026)**

SALARY: R 487 197.00 per annum (Salary 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. .

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

ENQUIRIES: Mr T Koena Tel. (012) 444 6154

EMAIL APPLICATION: Recruitment6626@tourism.gov.za