

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: **27 February 2026 by 16h30 (Late applications will not be considered)**

NOTE: Application must include a Z83 form and CV only. 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. Failure to do so, your application will be disqualified. 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 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification 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 shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. 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 will be subject to the signing of the performance agreement, employment contract, 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. 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.

POST: **ASSISTANT DIRECTOR: MONITORING AND DATA MANAGEMENT REF NO: (DT 10/2026)**

SALARY: R 582 444.00 per annum (Salary level 10)

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 6 qualification in Economics, Development Studies, Statistics and Social Sciences. An NQF Level 7 qualification will be an added advantage. 3-5 years' relevant working experience in monitoring and evaluation of which three (3) years must be at supervisory level. Experience in research, knowledge of monitoring and evaluation practices. Understanding of data collection processes. Knowledge of data processing. Knowledge and management of databases/ systems. Knowledge of the National Development Plan. Knowledge of Government-Wide Monitoring and Evaluation Policy Framework. Knowledge of PFMA, finance and procurement. Knowledge of departmental policies and procedures. Knowledge of Public Service prescripts. Research skills. Monitoring and evaluation skills. Planning and project management skills. Human Resource Management skills. Interpersonal skills. Good communication and presentation skills. Knowledge of statistics (data analysis and interpretation). Report writing skills. Stakeholder engagement. Analytic skills. Problem solving analysis 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 assisting with identification of monitoring indicators for Departmental projects/ programmes/ policies; assisting with the development of monitoring guidelines; assisting with the development and implementation of monitoring tools; assisting with monitoring of the implementation of Improvement Plans for Departmental projects/ programmes/ policies; assisting with the development of M&E databases/ systems; assisting with conducting capacity building on the usage of the M&E system; assisting with provision of continuous support on the usage of M&E system; assisting with the development of guidelines for M&E data collection; assisting with conducting training on data collection; conducting site visits and data collection; assisting with the development of monitoring reports; assisting with the development of data coding list; supervising data capturing for M&E projects; verifying and validating data captured on the M&E system; conducting data cleaning; assisting with the analysis of data collected for M&E; assisting with the development of quarterly monitoring reports for departmental projects/ programmes/ policies in line with indicators identified; assisting with the development of evaluation reports and improvement plans for the departmental projects/ programmes/ policies.

EE REQUIREMENTS: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

ENQUIRIES: Mr T Mafela Tel. (012) 444 6371

EMAIL APPLICATION: Recruitment1026@tourism.gov.za