

# 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](http://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: PROJECT COORDINATION AND REPORTING REF NO: (DT 09/2026)**

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognised NQF Level 6 qualification in Project Management/ Tourism Management/ Development planning. 3-5 years' relevant working experience in Programme and Project Management in tourism or economic development related field of which three years must be at supervisory level. Knowledge of tourism management and development. Knowledge of Project Management systems. Financial Management skills. Human Resource Management 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 the coordination, and administration of tourism infrastructure, product experience and route development projects; providing support in the planning and implementation of prioritised projects and its activities in line with policies and practices; assisting to monitor the implementation of prioritised projects and drafting reports; keeping a record of prioritised projects; providing support in the development of reports or proposals; assisting with stakeholder identification; assisting in managing communication with stakeholders; assisting with the facilitation of working group meetings.

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

**ENQUIRIES:** Mr X Dlamini Tel. (012) 444 6568

**EMAIL APPLICATION:** [Recruitment0926@tourism.gov.za](mailto:Recruitment0926@tourism.gov.za)