# 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: SECURITY OPERATIONS REF NO: (DT65/2026)**

**SALARY:** R 487 197.00 per annum (Salary level 09), excludes service benefits.

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognized NQF Level 6 qualification in Security Management/ Safety Management or other related qualifications. Minimum of 3 years in a Security Management environment, of which 2 years must be at senior practitioner level. Experience in Security/SAPS/ SSA/Private Security. Experience in Access Control. Investigations Experience. Ability to interpret Security legislation such as MISS and MPSS. Knowledge of security-related legislation and prescripts. Ability to interpret and apply security

policies, directives, procedures and prescripts. Administrative procedures. Financial management. Public Service Act and Regulations. Basic Conditions of Employment Act. Occupational Health and Safety Act. Criminal Procedures Act. Access to Public Premises and Vehicles Act. Access Control Procedures. Minimum Physical Security Standards. Minimum Information Security Standards. Good communication skills. Computer Literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Listening skills. Writing skills. Problem-solving. Technical skills. Security management. Observations skills. Investigations skills. Customer relations. A valid driver's

**DUTIES:** The successful candidate will be responsible for Managing physical security and monitor the surveillance system; Ensuring that access control is monitored; Monitoring security control room operations; Conducting control room inspections; Monitoring electronic detection systems; Inspecting systems and ensure effective control; Inspecting all security registers; Ensuring professional dress code standards is maintained; Conducting after-hours inspections; Monitoring outsourced security service; Managing and control keys for the Department; Ensuring keys are kept in line with prescripts; Keeping and control safe keys and combination; Ensuring that keys are issued as per policies and prescripts; Inspecting key storage cabinets; Identifying risks and threats to the security of the department and vulnerability of the department's capability to counter security threats; Conducting physical security inspections and patrols; Verifying effectiveness of security system; Ensuring that security officers patrol the building; Conducting investigations and compile report in case of physical security incidents/breaches; Investigating and report security breaches; Managing duty shift for security personnel; Ensuring availability of monthly shift rosters; Preparing shift allowance claims; Managing and plan leave; Checking shift registers; Compiling shift allowance claims; Managing of Reception Services; Monitoring reception operations; Inspecting visitor registers; Compiling visitor statistics; Ensuring professional dress code; Supervising human resources; Ensuring quality of work; Ensuring personnel development; Assessing staff performance.

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

**ENQUIRIES:** Mr M Mohlabeng Tel. (012) 444 6222

**EMAIL APPLICATION:** Recruitment6526@tourism.gov.za