

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: TOURISM CAPITAL INVESTMENT INCENTIVES REF NO: (DT 08/2026) x2 POSTS**

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

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 6 qualification in Tourism Management/ Finance/ Business Administration or related field. 3-5 years' relevant working experience (three years at a supervisory level will be an added advantage). Extensive knowledge of incentive schemes and or financial analysis and reporting. Understanding of the tourism sector and NDT policies. Knowledge of tourism in general. Knowledge of local government legislation and planning pertaining to local government. Knowledge of labour and financial legislations and regulations. Understanding of the PFMA and Public Sector legislation. Sound understanding of government policies. Sound understanding of the NDP, NTSS. Strategy making and analysis skills. Research skills. Managing IGR relations. People management skills. Negotiation skills. Communication skills. Relationship 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 monitoring the implementation of project proposals for Tourism Capital Investment Incentives; designing and refining new and existing programmes; ensuring effective impact of the programme and access to eligible tourism capital; conducting operating standards and procedures for the receipt, evaluation and adjudication of proposals; evaluating proposals in line with the programme guidelines; monitoring the attainability and sustainability of performance standards as per departmental objectives; executing the analysis of performance standards as per departmental objectives; executing the analysis of performance and impact against programme objectives; monitoring internal and external stakeholder management; development and maintenance of a database of applicants to and beneficiaries of incentive programmes; liaising with key stakeholders including implementation partners, provinces and industry associations on matters related to the development, improvement and implementation of incentive programmes; ensuring effective communication around incentive programmes with all relevant stakeholders.

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

ENQUIRIES: Mr C Nakkooda Tel. (012) 444 6568

EMAIL APPLICATION: Recruitment0826@tourism.gov.za