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: **DEPUTY DIRECTOR: BUILDINGS MANAGEMENT AND AUXILIARY SUPPORT (REF NO: DT61/2026)**

SALARY: R 932 292 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF level 7 qualification in Facilities Management/ Property Management/Building Management/ Build Environment. 5 Years' relevant experience in facilities and building management, of which 3 years must be at a supervisory level.

Practical experience in the implementation of OHS. OHS- related training. Knowledge of administrative procedures. Building-related policies and procedures. Financial management. Supply Chain Management. National Building Regulations. Occupational Health and Safety Act. Good communication skills. Computer literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Listening Skill. Writing Skills. Technical Skills. Construction management. Innovation. 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 managing procurement and maintenance for new or alternative office accommodation and building-related projects; Facilitating procurement of office accommodation for Head Office; Compiling needs assessments for the new/alternative accommodation; Verifying leases that are due to expire and prepare requests to the Department of Public Works and Infrastructure (DPWI); Compiling User Asset Management Plan (UAMP) for the Department in line with Treasury requirements; Compiling motivation for funding for office accommodation; Ensuring preventative maintenance in all buildings; Monitoring landlords' performance in line with the lease agreement; Compiling maintenance reports and prepare costing for repairs; Managing Utility accounts; Ensuring timeous payments of the rental and municipal services; Ensuring timeous payments for TV connections and licenses; Compiling and monitor office accommodation expenditure report; Managing office space and office allocation; Conducting office space audit to determine usage; Preparing location plans; Facilitating the relocation projects to new offices and newly procured offices; Facilitating the installation of telephone and IT connections; Managing auxiliary support services; Ensuring that cleaning services are provided in the building; Ensuring that food services are provided in the building; Ensuring that telecommunications are fully operational and well maintained; Monitoring telephone accounts and usage thereof; Managing messenger services; Managing production services; Monitoring implementation of Energy efficiency and Occupational Health and Safety (OHS) in all Departmental buildings; Compiling energy usage reports on a monthly basis; Conducting energy awareness programmes; liaising with DPWI and Eskom on the energy saving mechanisms; Facilitating implementation of OHS in all buildings; Leading the emergency teams during evacuation; Managing lease agreements, service contracts and service level agreements; Reviewing all service agreements and contracts; Holding quarterly review meetings with service providers; Preparing letters for non-compliance to service providers. . .

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: Recruitment6126@tourism.gov.za