

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: 11 May 2026 by 16:30 (Late applications will not be considered)

NOTE: Application must include a Z83 form and CV only. The 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. 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 the 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. 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, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. 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. 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 validity will be conditional to signing of the employment contract, performance agreement, 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.

POST: **DEPUTY DIRECTOR: EXECUTIVE SUPPORT (LEVEL11) (DT 26/2026)**

SALARY: R 896 436 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 Public Administration/ Management/ Office Administration. Five years' relevant working experience in providing executive support, of which three years must be at a supervisory level. Knowledge of administrative procedures. Knowledge of project management. Good leadership and management skills. Good coordination skills. Organisational and planning skills. Good writing and listening skills. Knowledge of HR practices and EDMS. Knowledge of language editing formats and quality control mechanisms. Knowledge of meeting procedures and minute

taking. Knowledge of procurement and financial management. Good time 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 planning and scheduling all meetings and updating the diary based on Ministerial and Parliament's schedule; managing the DG's diary for appointments and meetings; liaising with the Minister's office on a daily basis to check the Minister's availability for branch events as and when the Minister is required to attend these events; liaising with Ministry on the Minister's local and international events and checking if the DG/ Departmental support is needed and loading the information on the departmental calendar; ensuring that statutory meetings are loaded on the departmental calendar; liaising with the Parliamentary Liaison Officer in Cape Town to determine Parliament's calendar for Cabinet Lekgotlas, Departmental presentations to the Portfolio Committee etc; updating the department's calendar regularly; sourcing minutes and other information on internal and external meetings attended by the DG; identifying and following up with relevant branches/units tasked with the implementation of decisions and resolutions; preparing progress reports regarding the implementation of decisions; coordinating the preparation and support for all DG'S meetings; ensuring that the DG receives briefing notes for meetings one week before the meeting; ensuring that meeting files are prepared two days before the meetings; ensuring that all logistical arrangements for meetings are well coordinated; travelling with DG to provide executive and admin support; receiving minutes of Top Management meetings and developing action lists of the decisions from the meetings; making follow ups with DDG's and branch administrators on progress report of action list derived from Top Management Minutes; assisting the DG in day to day activities; managing the office of the DG's reception; typing letters as directed by the DG; handling confidential matters/ correspondence intended for the DG; ensuring the effective and efficient functioning of the DG's office; ensuring alignment of time with departmental strategic priorities and targets; writing reports and general correspondences; preparing and compiling monthly performance reports for Office of the DG meetings; liaising with internal and external clients; maintaining information sharing between the DG and stakeholders; screening incoming calls and directing them to relevant officials; ensuring hospitality in the office of the DG; establishing and maintaining professional relationships with clients and stakeholders, different Ministries and the SAT Board; handling and coordinating all inter departmental communication to the DG; manage the travel arrangements for domestic and international trips and ensure that meetings are well coordinated, procurement of goods and services for the office, manage the messenger driver services for the DG's office.

EE REQUIREMENTS:

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

ENQUIRIES:

Mr T Makhubedu, Tel. (012) 444 6376

NOTE:

Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

EMAIL APPLICATION:

Recruitment2626@tourism.gov.za