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: SECURITY MANAGEMENT SERVICES (REF NO: DT63/2026)**

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 recognized NQF 7 qualification in in Security Management/ Safety Management or other related qualifications. 5 years relevant experience in a security management environment, of which 3 years must be at a supervisory level. Practical experience in the implementation Minimum Information Security Standards (MISS). Minimum

Physical Security Standards (MPSS). Security Managers Course will be an added advantage. Administrative procedures. Security-related policies and procedures. Minimum physical Security Standards. Control of Access to Public Premises Act. National Key Points Act. POPIA. Public Financial Management (PFMA). Supply Chain Management. Occupational Health and Safety Act. Basic Conditions of Employment Act. Public Service act and Regulations. Good communication skills. Computer Literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Financial Management. Listening skills. Analytical skills. Investigation 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 managing operations, physical security, and the implementation of the contingency plan in the department; Reviewing and update the security operations manual; Ensuring that physical security is delivered in line with Departmental Security policy; Maintaining an updated security plan for the department; Ensuring provision of reception services; Conducting security inspections on all security points; Creating security registers to ensure proper record-keeping; Inspecting security personnel on duty; Maintaining an updated Security Operational Plan; Monitoring security personnel overtime and submit claims for overtime and shift allowances for approval; Reviewing security policy; Reviewing and assess security services rendered; Evaluating performance of all subordinates; Maintaining and update the contingency plan; Providing input to the development and updating of the Business Continuity Plan; Conducting regular tests on all security equipment; Identifying training needs for operational security personnel; Identifying risks and threats to the security of the department as well as the department's capability to counter security threats; Conducting physical appraisals in compliance with MISS and MPSS; Conducting threat and risk assessments; Conducting key audits and ensure that registers are maintained; Coordinating implementation of security contingency plan; Managing the execution of fieldwork investigations and conduct preliminary investigations into all reported security breaches within the department; Establishing, develop system and processes that will ensure compliance in relation to the relevant legislation, policies, prescripts and procedures of personnel security; Managing and provide a security vetting capacity in accordance with the National Vetting Legislative Framework; Managing and co-ordinate the execution of security vetting practices in accordance with, and in consultation with, the State Security Agency (SSA); Managing supportive administrative systems, channels and infrastructure to comply with vetting requirements; Conducting security preliminary investigations; Compiling report on security breaches; Submitting investigation reports for inspection; Reporting breaches to the South African Police Service; Managing Information Security in the Department in accordance with prescribed security procedures, rules and regulations; Managing Information Security in the Department; Monitoring Communication and IT security in the Department; Developing and implementation of security risk management programmes within the Department; Managing document security in the Department; Assisting in managing the Personnel Suitability checks; Information security awareness programmes within the Department; Managing and inspection of outsourced security service to ensure compliance with departmental standards and contractual requirements; Supervising and monitor private security service providers, ensuring effective deployment and performance of security personnel; Conducting monthly performance meetings with security service providers and prepare and submit accurate meeting minutes and report to management; Ensuring effective contract management of outsourced security guard service in accordance with the Service Level Agreement (SLA); Monitoring service provider performance, identify non-compliance or operational gaps, and facilitate corrective actions where required; Verifying that contracted security service are delivered efficiently, Consistently, and in line with agreed service standards and contractual obligations.

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: Recruitment6326@tourism.gov.za