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: **DIRECTOR: NON-CAPITAL INCENTIVES (REF NO: DT60/2026)**

SALARY: R1 317 384 per annum (Level 13) (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 SMS dispensation)

CENTRE: Pretoria

REQUIREMENTS: A minimum SAQA recognised qualification at NQF level 7 in Accounting/ Business Management/ Economics/ Business Administration/ Development Finance or equivalent.

A minimum of 5 years' experience in an appropriate field in a Middle/ Senior Management position and experience in the provision of support for small enterprises.
Essential knowledge: A good understanding of the PFMA, National Treasury Regulations, relevant Public Sector Regulations, the Tourism Act and relevant Tourism policy documents (e.g. National Tourism Sector Strategy, Tourism Growth Partnership Plan, etc.). Knowledge of the structure and functioning of the Tourism sector. Understanding and experience in Project Management. Knowledge of the role and functioning of government incentive and financial support programmes will be an added advantage.
Skills requirement: Strategic thinking skills (analytical, conceptual, problem solving); Policy formulation and implementation skills; Leadership and management skills (incl. Project Management, Financial Management, Human Resource Management, Risk Management and Stakeholder Management); Strong communication skills (verbal, written, presentation); and a high-level of Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for an SMS-level post is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES:

The successful candidate will be responsible for:
Providing strategic direction for the directorate through the formulation of business plans aligned to Departmental objectives. Overseeing the development of operational plans to guide implementation of functional responsibilities. Monitoring implementation of programmes and projects to ensure alignment with developed plans and strategic departmental objectives. Compiling quarterly implementation and management reports. Design and refining of new and existing programmes. Managing the ongoing implementation and administration of programmes to facilitate growth and development. Ensuring that programmes are accessible to eligible enterprises and are effective in achieving the intended impact. Ensuring effective internal and external stakeholder management. Developing operating standards and procedures for the receipt, processing, evaluation and adjudication of applications to programmes Developing and applying effective internal controls to mitigate risks in the implementation of programmes. Ensuring fair assessment and evaluation of applications in line with programme guidelines. Providing relevant support to adjudication committees. Ensuring that budget preparation is in line with strategic plans and Departmental objectives and expenditure is correctly projected, monitored and reported on. Managing Human Resources. Monitoring and reporting on the utilisation of equipment. Co-ordinating and monitoring the implementation of memoranda of understanding, service level agreements and expenditure reviews. Managing the processing of claims and payments to service providers. Developing and review payment process documentation. Reviewing and approving project payments.

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

ENQUIRIES: Mr B Meyer 012 444 6580

EMAIL APPLICATION: Recruitment6026@tourism.gov.za