

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: 13 February 2026 by 16:30 (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 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 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.

POST: **HR CLERK (1/2026)**
6 MONTHS CONTRACT

SALARY: R 228 321 per annum plus 37% in lieu of service benefits

CENTRE: Pretoria

REQUIREMENTS: Grade 12 certificate or equivalent. Knowledge of relevant Acts, policies, and prescripts, Knowledge of relevant HR practices in the Public Service, Persal knowledge and Skills: Computer literacy (MS Office), Good Verbal and Written Communication, Flexibility and teamwork, Customer focus, Ability to work under pressure. Possession of Persal certificate/s will be an added advantage. Experiential learning in the HR field will be an added advantage.

DUTIES: The successful candidate will be responsible for supporting effective recruitment, selection and appointment processes, sorting, capturing and numbering of applications, planning and arranging logistics for various meetings, attending and taking minutes of meetings, drafting various submissions, facilitating and coordinating Personnel suitability checks, drafting of offer and regret letters, executing Persal transactions related to recruitment and service benefits, supporting the administration of conditions of service and benefits, receiving incoming leave application forms, checking information on leave forms and accompanying attachments, capturing of leave forms on Persal, printing leave applications on Persal and EDMS, sending advice to finance section for payment after obtaining approval for leave gratuity, responding to enquiries on leave matters, acknowledge the receipt of various documents, sending relevant HR forms to the applicant for completion, capturing nomination of beneficiaries, completing and attaching relevant documents for pension withdrawals, opening of sp files for employees and ensure that documents comply with set standards as per the checklist, auditing of sp files and providing overall administration support to the unit.

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

EMAIL APPLICATION: Recruitment126@tourism.gov.za

ENQUIRIES: Mr K Madike 012 444 6161