

# 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:** **27 February 2026 by 16h30 (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](http://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 Qualification 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. 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.

**POST:** **PROGRAMME PLANNING AND IMPLEMENTATION OFFICER x 2 POSTS REF NO: (DT 11/2026)**

**SALARY:** R 397 116.00 per annum (Salary level 08)

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognised NQF Level 6 qualification in Human Resource Development or related qualification. 2-3 years' relevant working experience in project management. Knowledge and understanding of the tourism and hospitality sector. Understanding of the SETA landscape. Knowledge of Human Resource Development. Knowledge of the Skills Development Act. Knowledge of Public Service and Departmental procedures and prescripts related to HRD. Programme and Project 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 participating in recruitment and selection, registration and induction of participants of skills development programmes; monitoring the implementation of skills development projects – theoretical training (classroom/ online), scheduling project site visits and developing project progress reports; facilitating the process of participants placements and engaging with potential host employers; participating in the identification, formulation and appraisal of projects/ programmes; providing the identification of solutions to remove obstacles to project implementation or minimising their effects; documenting any emerging factors that could preclude the attainment of project objectives; monitoring projects to assess project performance and tracking project milestones and deliverables; liaising with Minister/ Deputy Minister's office to ensure protocol and procedures to be followed for projects/ programmes; assisting with the maintenance of appropriate internal controls and reporting systems in order to meet project objectives; assisting in preparing Minister/ Deputy Minister's briefing notes, submissions and reports for project/ programmes; facilitating the establishment of Project Advisory Committee; facilitating quarterly meetings with the Project Advisory Committee Members – internal and external; providing secretarial support service for meetings; facilitating project launch; facilitating project graduation; facilitating meeting invitations to all stakeholders including the process of facilitating invitations of political heads for projects/ programmes; providing administrative and technical support to Programme Planning and Implementation; providing support as required in facilitating the implementation of skills development projects; initiating process mapping tools in developing procedures, process and workflows related project implementation; providing project management support in the developing of project proposals, documentation of new projects and preparation of terms of reference for new projects; ensuring compliance to current regulations; ensuring compliance to specific conditions as stipulated in the Memorandum of Agreement; facilitating the submission of regulatory audit reports; evaluating completion report and ensuring finalisation of the close out reports; ensuring adherence to conditions as stipulated in the Memorandum of Understanding; assisting with the development of consolidated interim reports that conforms to prescribed formats; setting up of joint meeting Project Advisory teams; ensuring that all relevant stakeholders are familiar with various reporting formats, information needs and schedules and ensuring evidence-based quality reporting.

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

**ENQUIRIES:** Ms P Rakoma Tel. (012) 444 6448

**EMAIL APPLICATION:** Recruitment1126@tourism.gov.za