

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: 6 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 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.

POST: SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL AND COMPLIANCE (DT34/2025)

6 MONTHS CONTRACT

SALARY: R 397 116 per annum plus 37% in lieu of service benefits

CENTRE: Pretoria

REQUIREMENTS: National Diploma in Accounting/Finance/Internal Audit. Minimum of three years experience in Internal Audit/Internal Control and Compliance.

Strong understanding of regulatory standards and internal control frameworks, Knowledge of relevant prescripts, Policy formulation within government. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Skills: Computer Literacy (MS Office), Written and verbal communication skills, Interpersonal skills, Organisational and analytical skills.

DUTIES: Assist in coordinating the audit responses, Prepare and organise required documents for audits, Follow up on audit queries and facilitate timely responses, Make follow-ups on the implementation of findings on the Audit Action Plan, Receive and evaluate responses on the implementation of findings on the Audit Action Plan to ensure that they are sufficient, Track and monitor the implementation status of audit recommendations and the Audit Committee Action Plan. Assist with the development, review, implementation and maintenance of internal control systems, policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical or improper conduct, Monitor the implementation of financial policies and procedures and coordinating policy review with relevant policy owners within the Chief Directorate, Verify areas of compliance against all financial legislation, Maintain a comprehensive compliance register and conduct a routine assessment, Review financial transactions and records for adherence to controls, Collaborate with branches to correct identified deviations, Assist in evaluating the performance of current control activities, Identify and report areas of operational inefficiency or risk, Propose actionable solutions to enhance control effectiveness, Assist in compiling periodic reports on compliance status, issues and resolutions for management, Assist with monitoring of the performance of the Compliance Program and relate activities on a continuous basis, taking appropriate steps to improve its conduct, Liaise with stakeholders to ensure the integration of programs, Serve as a Secretariat for the Financial Misconduct Committee, Compile action plans and monitor the implementation of FIMICO decisions, Source supporting documents for Financial Misconduct Committee, Compile letters of representation for alleged fruitless and wasteful, irregular and unauthorised expenditure in line with applicable frameworks, Send representation letters to employees, Receive and evaluate responses to ensure that they are sufficient.

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

EMAIL APPLICATION: ecruitment34@tourism.gov.za

ENQUIRIES : Mr B Mtsweni 012 444 9242