

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 deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.

CLOSING DATE: **21 November 2025, 16:30 (Late applications will not be considered)**

NOTE: Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being 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 advertised post 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 indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is 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 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 SUPPLY CHAIN PRACTITIONER (DT29/2025)**

SALARY: R 397 116.00 per annum (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: An appropriate, recognised NQF 6 qualification in Supply Chain Management or related fields. A minimum of three years' working experience in the appropriate field. Insight of bids administration procedures and contract administration. Insight of procurement procedures. Knowledge of supply chain management policies and prescripts. Knowledge of the public service policies and legislations. Ability to operate a computer.

Good analytical thinking and negotiation skills. Good verbal and communication skills. Sound organising and planning skills.

DUTIES:

The successful candidate will be responsible for opening files, allocating bid numbers and closing dates for bids to be advertised; ensuring timeous advertisement of bids on the Departmental website and the National Treasury E-Tender Portal system; forwarding details of bid advertisements to line managers; publishing awarding of bids on the Departmental website and the National Treasury E-Tender Portal system; preparing bid documents for collection on day of advertisement; opening of the bidding box on closing date and time; opening and marking of all bids received; filing of bid proposals in the bulk filer; uploading documents on the EDMS; issuing bid files and proposals to AGSA for audit purposes; following up on evaluation of bids with line managers; liaising with Committee members regarding the signing of documents; preparing documents and delivering documents to the meetings boardroom; liaising with members in time regarding any meeting changes; providing technical support to the Bid Evaluation committees when necessary; informing line managers on the outcome of bid meetings; preparing and issuing appointment letters; updating list of all Transversal Contracts; ensuring SLA's received are filed accordingly; effectively monitoring the expiry date of contracts; informing line managers three months prior to expiry of contracts; compiling monthly report of transversal contracts.

EE REQUIREMENTS:

Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

ENQUIRIES:

Ms O Sekgweleo Tel. (012) 444 6773

EMAIL APPLICATION:

Recruitment29@tourism.gov.za