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: **22 August 2025 (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: **ADMIN CLERK (DT 11/2025)**

SALARY: R 228 321.00 per annum (Salary level 05)

CENTRE: Pretoria

REQUIREMENTS: Grade 12**,** minimum of 2 years' experience in Travel management, practical experience in travel in the public sector, public finance management act, treasury regulations, treasury instructions, good communication skills, interpersonal skills, time management, problem solving skills, Sound organising and planning skills

DUTIES: The successful candidate will be responsible for receiving the travel requisition from all travellers in the department, verifying correctness and submit to travel management companies, receiving and checking the quotations from the travel management companies, checking proper completion of transport request forms (VA26A) before issuing the order, communicating discrepancies to the travellers, registering all VA26A that are received during the day, issuing official orders to the Travel Management Companies and other travel service providers, following up on vouchers and confirmations with service providers, receiving and updating traveller profiles, compiling daily travel and accommodation reports sent to TMC's, capturing all processed VA26A on Travel Management System, capturing all amendments on Travel Management System, filing VA26A processed per Cost Centre (Directorate), filing supporting documents per VA26A, opening new files per financial year, recording late bookings received, recording late cancellations, receiving and verifying invoices, creating BAS payment advices per account and submit to manager for verification.

ENQUIRIES: Ms Sekgweleo Tel. (012) 444 6773

EE REQUIREMENTS: COLOURED MALES AND WHITE MALES AS WELL AS YOUTH AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

EMAIL APPLICATION: Recruitment11@tourism.gov.za