

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:** 25 August 2026 by 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. Indicate the correct job title and the reference number of the post on the subject line of your email. 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 the 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. Applicants 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, 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. 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 validity will be conditional to signing of the employment contract, performance agreement, 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:** **ASSISTANT DIRECTOR: CLAIMS NON-CAPITAL INCENTIVES REF NO: (DT 44/2026)**
- SALARY:** R 487 197.00 per annum (Salary level 09)
- CENTRE:** Pretoria
- REQUIREMENTS:** A recognised NQF Level 6 qualification in Finance, Business Administration/ Economics. 3-4 years' relevant working experience in the appropriate environment in the private or public sector, of which 2 years should be on a senior practitioner level or equivalent. Knowledge of the PFMA. Knowledge of the Tourism Act. Knowledge of Public Sector Regulations. Knowledge of Treasury Regulations. Understanding of the National Tourism Sector Strategy and the Tourism Growth Partnership Plan. Project management skills. Stakeholder management skills. Interpersonal and presentation skills. Numerical skills. Planning and organising skills. Knowledge of incentives will be an added advantage. 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 acknowledgement of claims; screening claims by applying programme guidelines, rules and policies; evaluating complete claims; preparing payment advices; submitting claims at finance for payment processing; collection of stubs/ proof of payment; compile list of monthly cancellations of claims; compiling and submitting weekly and monthly workload statistics report; managing the database and updating payments on a daily basis, compiling the Travellers list of approved enterprises; communicating to approved enterprises to confirm airport

departure; requesting quotations for flight and accommodation through the department's travel agency; preparing visit authorisation enterprises and submit to the Department's travel office; verify travel vouchers and send to the approved enterprises; collecting post intervention reports from the beneficiaries after the submission of claims upon their return from the event; collecting the six-months Impact Analysis Report from beneficiaries following the supported event;; following up on the outstanding post intervention and six months Impact Analysis Report; verifying information collected through the post-intervention report and six-month's Impact Analysis Report; compiling and consolidating the interim financial statement and monthly TIP consolidated financial reports; assisting with reconciliation of travel and accommodation invoices against payments to the Department's travel agency; providing inputs to the monthly consolidated commitments, accruals and expenditure reports; reconciling approved enterprise claims, travel and accommodation against BAS reports and report discrepancies found to the Supervisor; providing inputs to the quarterly and annual TIP implementation reports; assisting with implementation of the Memorandum of Agreement for the Tourism Grading Support Programme (TGSP); ensuring transfers to the implementer are done timeously upon receiving the request; verifying the information on the TGSP report and annexures and generating a report; drafting the annual meeting schedule; attending and providing secretariat duties during meetings; checking completed MASP files and archive with Records Management; update information and documents on EDMS; ensuring all claims are recorded and filed accordingly after approval; respond to verbal and written client's queries, enquiries and referrals; liaising with internal and external stakeholders, meet walk in clients; marketing TIP incentives provincially; attending and participating in stakeholder awareness workshops and meetings; conducting site visits on a quarterly basis; identifying areas of improvements on the MASP guidelines and assisting to develop processes and material to ensure that readiness to introduce the revised guidelines.

EE REQUIREMENTS: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ENQUIRIES: Ms M Kekana Tel. (012) 444 6333

EMAIL APPLICATION: Recruitment4426@tourism.gov.za

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment