

## 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:** 12 June 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](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 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 on the signing of the employment contract, performance agreement, and annual financial disclosure, and the applicant 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: EMPLOYEE HEALTH AND WELLNESS (DT36/2026)**

**SALARY:** R 487 197 per annum (Salary level 09) excluding benefits.

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognised NQF Level 6 qualification in Social Work Psychology. 3-4 years relevant experience in the field of employee health and wellness, of which 2 years must be at Senior Practitioner level or equivalent. Active registration with a statutory/ professional body such as SACSSP or HPCSA. Basic knowledge of EAP programmes. Training on basic Employee and Wellness programme will be an added advantage. Understanding of Public Service Act, Public Service Regulation, DPSA EHW strategic Framework and National Strategic Plan on HIV, TB and STIs.. Counselling and support referral knowledge. Conflict resolution & mediation. Effective communication skills and stakeholder management. Organising, planning and execution skills. Report writing

skills. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered).

**DUTIES:**

The successful candidate will be responsible for Conducting initial assessment and to refer to EAP contracted Service Providers for further management based on the need of the employee; Offering trauma debriefing after critical incidents; Coordinating stress management and resilience building workshops; Conducting exit interviews with employees referred by Service benefits; Coordinating individual and organisational wellness initiatives in accordance with DPSA EHW Strategic Framework; Coordinating and monitoring sports and recreational activities in the department; Monitoring the management of HIV, STI and TB related cases; Monitoring the coordination and implementation of workplace HIV Counselling and Testing (HCT) campaigns to promote early detection, prevention, and access to treatment services; Monitoring the coordination of HIV, STIs and TB related programmes, including education, awareness campaigns, and prevention initiatives, in alignment with the health calendar and National Strategic Plan on HIV, TB and STIs; Monitoring the management of communicable and non-communicable diseases in the department; Monitoring co-ordination of health awareness sessions in accordance with the health calendar; Monitoring the management of employee with chronic illnesses and provide support where necessary including PILIR; Monitoring the coordination of Health and Wellness screenings in the department; Coordinating mental health awareness initiatives; Monitoring the management of injury on duty and internal health consultations; Monitoring facilitation of walkabouts in identification of Occupational hazards and risk assessment; Monitoring the coordination of Health Risk Assessments (HRA); Coordinate SHERQ committee meetings quarterly; Managing OHS representatives in the department.

**EE REQUIREMENTS:**

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

**ENQUIRIES:**

Ms M Sibande Tel. (012) 444 6177

**EMAIL APPLICATION:**

[Recruitment3626@tourism.gov.za](mailto:Recruitment3626@tourism.gov.za)