

## 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 RELATIONS (DT35/2026)**

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

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognised NQF Level 6 qualification in Human Resources/Labour Relations/ Labour Law or Law. A minimum of 3-4 years of relevant experience in the appropriate environment of which 2 years should be on a senior practitioner level or equivalent. Knowledge of relevant Acts and Prescripts. Knowledge of labour relations Act. Understanding of Basic conditions of employment Act. Understanding of Public service Act. Understanding of Public service regulations, resolution 1 of 2003, resolution 14 of 2002. Knowledge of senior management Handbook. Understanding of departmental policies. Knowledge of PERSAL. Good report writing skills. Good communication skills. Ability to interpret and apply relevant prescripts. Ability to gather and analyse

information. Interpersonal skills. Ability to work individually and in a team. 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 facilitating and coordinating disciplinary processes; Ensuring registration of misconduct cases; Implementing outcomes of the Financial Misconduct Committee's (FIMCO) decisions; Facilitating the appointment of investigators, initiators and presiding officers; Conducting investigations into allegations of misconduct and compile reports; Formulating charges of misconduct and preparing submissions; Preparing witness and initiating cases; Receiving presiding officer's reports and drafting submissions; Communicating the outcome of the disciplinary hearing; Preparing submissions to the Minister of his delegate if appeal has been lodged; Capturing the outcome of disciplinary hearings on PERSAL; Processing of referred Harassment Cases; Facilitating and coordinating grievances and dispute resolutions; Ensuring registration of grievances; Facilitating the appointment of investigating officers; Co-ordinating the finalisation of grievances; Conducting investigations or convening conciliation or mediation meetings where appropriate; Receiving investigations officer's reports and drafting submissions for approval; Communicating the outcome of the grievance to the aggrieved employee; Routing grievances to the Minister if employee remained dissatisfied; Recording receipts of disputes referral forma and notices from Council and Commission; Preparing documentary evidence on disputes; Coordinating the attendance of the dispute's jurisdiction, condonation, representation, etc.; Advising implementation outcomes of the proceedings; Facilitating the promotion of sound relations between employer, trade unions and employees; Facilitating two (2) trainings per annum; Identifying priority areas within the department requiring training; Compiling training plan; Conducting impact assessment report; Conducting benchmarking exercises within the relevant institutions; Monitoring employee relations trends in terms of collective bargaining internally (DBC) and externally Council; Providing written or oral advice to management and officials; Coordinating and providing technical and secretarial services to the Departmental Bargaining Chamber (DBC); Coordinating four (4) DBC's per annum; Establishing the employer's availability for DBC meetings; Circulating the relevant documents to the Chamber Administrator; Taking minutes during the Task Team meetings, bi-laterals and multi-laterals and follow up on inputs made; Liaising with policy drafters for availability for the DBC; Obtaining policies, presentations and documents from drafters; Coordinating logistics for DBC and Bi-laterals venue, parking, communication; Securing a mandate where needed; Circulating the yearly meeting schedule to DG and organised labour; Ensuring that statical reports are compiled; Ensuring that databases of grievances and misconduct cases are updated regularly; Ensuring that six monthly grievances statistics are compiled and submitted to the Public Service Commission (PSC); Ensuring that annual financial misconduct report is compiled to the PSC; Ensuring that quarterly reports on Employee Relations (ER) cases are compiled and submitted to the Department of Public Service Administration (DPSA); Ensuring that monthly and quarterly reports are compiled for management.

**EE REQUIREMENTS:**

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

**ENQUIRIES:**

Mr J T Tshazibana Tel. (012) 444 6146

**EMAIL APPLICATION:**

Recruitment3526@tourism.gov.za