

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (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: 29 September 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: GENDER FOCAL POINT AND DIVERSITY MANAGEMENT (REF NO: DT57/2026)**

SALARY: R 487 197 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF 6 qualification in Public Administration / Business Administration / Human Resource Management / Human Resource Development / Social Science or related field. A minimum of Three to Four (3-4) years of relevant experience transformation programmes environment of which 2 years should be at a senior practitioner level or equivalent. Ability to work individually and in a team; Knowledge of

Public Service prescripts. Employment Equity Act, 1998 (Act No. 55 of 1998) as amended. Children's Act, 2005 (Act No. 38 of 2005). Older Persons Act, 2006 (Act No. 13 of 2006). Public Financial Management Act, 1999 (Act No. 1 of 1999). Job Access Strategic Framework (JASF), 2006. Gender Equity Strategy Framework (GESF), 2006. Framework for Women's Empowerment and Gender Equality in the Public Service (8-Principle Action Plan), 2007. Code of Good Practice on the Prevention and Elimination of Harassment in the Workplace, 2022. National Strategic Plan on Gender-based Violence and Femicide (2020-2030). White Paper on the Rights of Persons with Disabilities (WPRPD), 2016. White Paper on Transformation of the Public Service (WPTPS), 1995. Gender Responsive, Planning, Budgeting, Monitoring, Evaluation and Auditing (GRPBMEA) Framework, 2019. Project planning skills. Good interpersonal skills. Good communication skills. Computer literacy skills. People Management skills. Analytical skills. Business writing skills. 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 coordinating the Gender and Diversity policy implementation in the Department; Developing and compiling mandatory Gender Equality and Women's Empowerment plans and reports in alignment with relevant frameworks; Developing and compiling mandatory diversity management plans and reports in alignment with relevant frameworks; Attending National Machinery meetings and related to coordinating forums as required; Developing presentations for the machinery and related coordinating forums; Ensuring the provision of all logistical and secretariat services to the Departmental Gender and Diversity Forums and related meetings; Ensuring that the Discussion and Action Register for the forum and related meetings are updated; Coordinating Gender Equality and Women's Empowerment advocacy and mainstreaming programmes; Planning and coordinating gender-focused information sessions to address key workplace issues affecting women and men, including harassment; Coordinating awareness sessions to support the effective implementation of the Gender Policy; Coordinating gender mainstreaming capacity-building initiatives; Coordinating outreach initiatives to support gender equality; Monitoring and supporting the successful implementation of planned activities of the Women's and Men's Fora; Coordinating Diversity and Inclusion advocacy and mainstreaming programmes; Planning and coordinating sensitisation sessions to address key workplace issues affecting persons with disabilities; Coordinating awareness sessions to support the effective implementation of the Disability Management Policy; Coordinating and supporting disability management capacity-building initiatives, including training in South Africa Sign Language (SASL); Coordinating and supporting outreach initiatives to promote diversity and inclusion; Coordinating and monitoring the onboarding process of new employees with disabilities; Providing technical assistance and guidance on reasonable accommodation and assistive devices in line with relevant policy directives and standard operating procedures; Ensuring that the register of reasonable accommodation measures and assistive devices, including their maintenance plans and records is updated regularly; Coordinating Special Projects on Gender and Diversity Inclusion in line with the National Calendar; Developing concept documents for special projects in alignment with national calendar days and months; Coordinating and supporting the implementation of approved concept documents; Monitoring and evaluating special projects and compile close-up reports. Attending National Coordinating Meetings as required.

EE REQUIREMENTS:

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

ENQUIRIES:

Ms N De Groote Tel. (012) 444 6602

EMAIL APPLICATION:

Recruitment5726@tourism.gov.za