

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: 11 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: INFORMATION TECHNOLOGY AUDIT (REF NO: DT 51/2026)**

SALARY: R 487 197 per annum (Level 09), excludes service benefits.

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF 6 qualification in Internal Auditing, Information Systems Auditing or related fields. Minimum of Four (4) years' in ICT Audit or Internal Audit of which 2 years must be at a senior practitioner level or equivalent. Experience in conducting ICT governance, cybersecurity, application controls and ICT general control reviews. Professional Certification (Advantageous): Certified Information Systems Auditor (CISA). Certified Internal Auditor (CIA). Certified Information Security Manager (CISM). COBIT Foundation Certification. Other recognised ICT Governance or Cybersecurity certifications. Public Finance Management Act (PFMA). Treasury Regulations. Public

Service Act and Regulations. Protection of Personal Information Act (POPIA). DPSA Corporate Governance of ICT Policy Framework (CGICTPF). Global Internal Audit Standards. COBIT Framework. ISO 27001 Information Security Standards. Risk Management Frameworks. ICT Governance and Cybersecurity Principles. BAS, PERSAL, LOGIS and other government systems. ICT Audit and Assurance. Risk Assessment and Control Evaluation. Data Analysis and CAATs. Report Writing. Communication and Presentation Skills. Stakeholder Management. Problem Solving and Analytical Thinking. Project Management. Quality Assurance. Time Management. Teamwork and Interpersonal 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 ICT Audit Planning and Risk Assessment; Assisting in the development of the annual and rolling ICT audit plans based on departmental risk assessments; Conducting preliminary surveys and risk assessments for assigned ICT audit engagements; Analysing ICT risks, control environments and business processes. Developing audit objectives, scope, criteria and audit programmes; Preparing audit planning documentation in accordance with the Internal Audit Methodology; Executing of ICT Audit Engagements; Conducting ICT audits covering ICT Governance, Information Security, Cybersecurity, Infrastructure Management, Identify and Access Management, Change Management, Business Continuity Management and Disaster Recovery; Performing application control reviews and data analytics; Evaluating the adequacy and effectiveness of ICT controls; Conducting interviews, walkthroughs and control testing; Utilising Computer-Assisted Audit Techniques (CAATs) and other audit tools during audit engagements; Compiling and maintain comprehensive audit working papers; Auditing Reporting and Follow-up; Analysing audit evidence and develop audit findings; Identifying root causes, risks and control weaknesses; Drafting audit reports and obtain management comments; Presenting audit findings to the Deputy Director and management during audit engagements; Monitoring implementation of agreed management action plans; Conducting follow-up audits and report on implantation status; ICT Governance, Risk and Compliance Reviews; Assessing compliance with applicable legislation, frameworks and standards, including PFMA, Treasury Regulation, POPIA, DPSA Corporate Governance of ICT Policy Framework, COBIT and ISO 27001; Evaluating ICT governance structures and processes; Reviewing digital transformation initiatives and ICT projects; Assessing ICT risk management and information security practices; Evaluating business continuity and disaster recovery arrangements; Stakeholder Engagement and Advisory Services; Liaising with management during audit engagements; Participating in entrance, progress and exit meetings; Providing advisory services relating to ICT control and governance where required; Assisting management in understanding audit findings and recommendations; Liaising with external auditors and service providers when required; Contributing to combined assurance initiatives; Quality Assurance and Knowledge Management; Ensuring compliance with the Global Internal Audit Standards and departmental methodologies; Performing quality reviews of audit working papers and supporting evidence; Maintaining accuracy and complete audit documentation; Contributing to continuous improvement initiatives within the Internal Audit Unit; Providing coaching and technical support to interns and junior audit staff where required; Keeping abreast of emerging ICT risks, technologies and auditing techniques.

EE REQUIREMENTS:

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

ENQUIRIES:

Ms ZB Ngcwangu Tel. (012) 444 6268

EMAIL APPLICATION:

Recruitment5126@tourism.gov.za

NOTE:

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