

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: KNOWLEDGE SYSTEMS IDENTIFICATION AND SUPPORT (REF NO: DT48/2026)**

SALARY: R 605 742 per annum (Level 10), excludes service benefits.

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF 6 qualification in Computer Science/Information Management / Information Technology / Information Systems / Software Development or related fields. Three to Four (3-4) years of relevant experience in software development and knowledge/ information management, of which 2 years must be at a Senior practitioner level or equivalent. Experience in Software development (C#, net, MS SharePoint) and quality assurance of content for various information dissemination platforms. Strong technical skills in database development (MS Access, SQL, Oracle, etc) and management is essential. Working knowledge of Geographical Information Systems

(GIS), Web technology, mobile technology. Software development, Knowledge Management, Database Development (MS Access, / SQL/Oracle) leading / managing knowledge product development and dissemination of knowledge sharing within a Web 2.0 environment. Interpretation of knowledge management frameworks and strategies. Knowledge of tourism and relevant policies, Public Finance Management Act and willingness to travel. Ability to interpret and apply policies, strategies and legislation. Ability to liaise with and coordinate stakeholder engagement. The ability to manage human and physical resources in the sub-directorate. All the legal prescripts covering ICT in the public sector and other relevant legislation. Good communication skills (written and spoken). Good negotiation and advocacy skills. Ability to control the budget of the component. Good computer literacy and use of standard packages. Ability to work under pressure. Good interpersonal skills. Ability to work individually and in a team. Strategic thinking. Problem solving. Leadership (Visionary/operational) Delegation and empowerment. Planning and execution. Technical Skills. Project management. Stakeholder engagement. 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 conducting the development and maintenance of and knowledge management systems / portals; Ensuring information is always up to date and accurate on the central information repository; Conducting analysis to implement systems using world standards and best practices; Facilitating content rewriting and uploading; Facilitating updates of tourism knowledge portal modules for different sub-sectors including information sourcing , quality assurance and capturing of events, etc; Developing new Tourism Knowledge Portal / integrated tourism knowledge system pages as per needs of the tourism sector; Conducting assessments for improved design and re-engineering of knowledge systems; Coordinating the development, maintenance and quality assurance of the national tourism database and other related databases; Implementing strategies for the tourism central information repository regarding updates, maintenance and management; Maintaining and quality assure the national tourism database and other related databases; Identifying and develop knowledge management databases and systems; Distributing central repository information through different communication channels; Implementing content and communication strategy on tourism sector information needs for the Tourism Knowledge Portal; Assisting in the collection of information on various tourism sub-sections informed by the needs of the stakeholders; Identifying stakeholders for the development and management of the central information repository; Interfacing with stakeholder relations management unit to align activities to other departmental initiatives during stakeholder engagements; Ensuring that information collection on various tourism sub-sectors is informed by the needs of the stakeholders; Collating , organise and host tourism information for presentation on various platforms; Providing inputs in the development of digital systems for collecting first-hand information from travellers; Implementing search engine and performance optimisation on knowledge platforms; Co-ordinating the development and maintenance of knowledge management systems; Ensuring that the quality assurance of knowledge management systems is executed according to acceptable standards; Monitoring and analyse performance of the Knowledge systems; Developing knowledge systems reports for planning and decision making; Contributing to the development and implementation of collaboration, information sharing, expertise mapping, decision support and search tools; Coordinating the development of knowledge information dissemination techniques; Monitoring the continuous performance measurement of the search tools; Providing the system performance standards to inform the decision-making.

EE REQUIREMENTS:

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

ENQUIRIES:

Mr L Manaswe Tel. (012) 444 6389

EMAIL APPLICATION:

Recruitment4826@tourism.gov.za

NOTE:

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