

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: LIBRARY SERVICES (REF NO: DT52/2026)**

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

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF 6 qualification in Library and Information Science, or related field. Three to Four (3-4) years of relevant experience in library or information services, of which 2 years must be at a senior practitioner level or equivalent. Familiarity with the cataloguing and classification of library materials will be an added advantage. Government communication policies and frameworks. National Council for Library and Information Services, Act No. 6 of 2001. Legal Deposit Act, Act No 57 of 1997. Copyright Act, Act No. 98 of 1997. Constitution of the Republic of South Africa, Act No. 108 of 1996. Knowledge Management. Public Finance Management Act (PFMA). Supply Chain Management processes. Occupational Health and Safety Act, Act 85 of

1993. Electronic Communications and Transformations Act, Act 25 of 2002. Protection of Personal Information Act, Act No. 4 of 2013. Minimum Information Security Standards. Communication and interpersonal skills. Planning and organisational skills. Project management skills. Report writing and administrative skills. Problem-solving and analytical skills. Financial and procurement administration skills. Time management and coordination skills. Computer literacy (MS Office). Stakeholder liaison and presentation 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 managing Library Operations; Identifying, developing and maintaining library collection; Developing and maintaining library policies and standard operating procedures; Cataloguing and classification of library material; Facilitating library subscriptions; Supervising daily library operations; Stock taking; Facilitating the compilation of Library plans and performance reports; Compilation of Library's weekly, monthly and quarterly reports; Compilation of the library annual performance plans; Provisioning of Information services; Provisioning of circulation services; Facilitating the capturing and analysis of customer satisfaction surveys; Compiling and monitoring the library budget; Procuring of recommended library equipment and materials their maintenance, and upgrades; Maintaining working relationships with internal and external services providers in the process of the procurement of library material; Facilitating the compilation of the library's annual expenditure; Facilitating compilation of the library's annual asset report; Providing cataloguing and classification of all the library material for access to the online library cataloguing through a system called Amlib from SABINET; Carrying out descriptive cataloguing using rules such as DEWEY, USMARS, AACR2, and SABICAT; Making use of the available Library network standards and policies to allow other institutions to access the Tourism library collection through interlibrary loan services; Providing library cataloguing standards to ensure easy access to library resources for users to find books and information relevant to their needs; Providing support in the development of a photographic library repository and maintaining it; Developing marketing strategies to create awareness of library materials and services to all applicable stakeholders; Providing awareness campaigns, such as Book Week events, Library Week, LIASA workshops, etc., to the officials of the Department of Tourism.

EE REQUIREMENTS:

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

ENQUIRIES:

Mr M Tlhako Tel. (012) 444 6096

EMAIL APPLICATION:

Recruitment5226@tourism.gov.za

NOTE:

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