

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: TOURIST GUIDING GROWTH AND DEVELOPMENT (REF NO: DT50/2026)**

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

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 6 qualification in Tourism Management, or an equivalent qualification such as Project Management, Public Management or sector-specific Human Resource Development. Three to four (3–4) years' relevant experience in the appropriate environment is required, including at least two years at senior practitioner level or equivalent. Knowledge of the tourism and tourist guiding sector will be an added advantage. The candidate must be able to compile reports, analyse information, conduct research and produce quality work. Engage effectively with difficult customers;

and plan, implement and manage projects efficiently. Knowledge of the guiding sector, including training and registration processes, as well as the tourism and tourist guiding legislative framework, is required. The candidate should also understand the government environment across all spheres, departmental policies and administrative processes. Required competencies include management, project management, financial management, computer literacy in MS Office, report and business writing, research, teamwork, excellent communication and presentation skills, problem-solving ability, strong organisational skills and the ability to multi-task. A valid code 08 driver's licence is required; however, persons with disabilities that prevent them from driving will still be considered.

DUTIES:

The successful candidate will be responsible for identifying, research and report on needs, gaps and challenges affecting the growth and development of the tourist guiding sector, and propose appropriate solutions or interventions; Duties include conducting research, preparing draft reports, supporting the development of consultation frameworks, coordinating consultation processes, capturing stakeholder inputs and ensuring that all research and consultation records are properly documented; Implementing and support initiatives aimed at developing the sector, including preparing project plans, costings and proposals to address skills shortages or other identified gaps; Coordinating project activities, supervising subordinates where required, monitoring deliverables, managing contracts with stakeholders and service providers, and preparing weekly or monthly project reports in line with approved plans, contracts and SCM prescripts; Maintaining proper documentation and filing systems for all projects and initiatives, assess the effectiveness of growth and development interventions, track beneficiaries and potential beneficiaries, develop tracking reports, and recommend improvements based on findings; Identifying, proposing and coordinating stakeholder interventions; Maintaining an updated stakeholder database; Researching relevant legislation, policies and compliance requirements; Supporting the development of stakeholder management plans; Preparing submissions, presentations and engagement documents; Dealing with enquiries and ensuring professional communication with stakeholders within agreed protocols; Providing support to the National Registrar by preparing draft communication, consolidating issues submitted by stakeholders, researching national and international trends affecting tourist guiding, preparing briefing notes and draft status reports, and assisting Provincial Registrars with interventions related to growth and development.

EE REQUIREMENTS:

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

ENQUIRIES:

Ms C Fortuin Tel. (012) 444 6396

EMAIL APPLICATION:

Recruitment5026@tourism.gov.za

NOTE:

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