

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: CORPORATE IDENTITY AND EVENTS MANAGEMENT**
(REF NO: DT53/2026)

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

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 6 qualification in Communications, Public Relations, Marketing, Events Management, Branding Management, or a related qualification. 3 – 4 years of relevant experience in corporate identity, branding, and events management, of which 2 years should be at a senior practitioner level or equivalent. Willingness to travel and work irregular hours. Knowledge of the Government Communication system, corporate identity and branding principles, and events management. Skills: Communication and interpersonal skills, Planning and Organisational skills, Project and

Events management skills, Report Writing and Administrative skills, Problem-solving and Analytical skills, financial management 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 Coordinating the auditing of standard templates and monitoring compliance with departmental corporate identity and branding policies, standards and approved guidelines; Coordinating the development, placement, distribution and maintenance of departmental branding material and monitoring the quality and delivery of branding products.; Applying an Events Project Management approach to support a consistent and uniform standard in the planning and implementation of departmental events; Assisting with the development and implementation of event concepts, event plans, branding plans and related operational documentation; Ensuring compliance with occupational health and safety requirements during events and activations; Producing and maintaining records, databases, filing systems, event documentation and other records relating to corporate identity, branding and events management. Coordinating the procurement, delivery, inventory management and safekeeping of branding assets, promotional material and event-related resources. Monitoring branding and event-related expenditure and assisting with budget tracking and reporting.; Compile monthly, quarterly, and ad hoc reports on corporate identity, branding and events management activities; Coordinate departmental calendar updates and support communication-related travel planning processes; Ensure compliance with departmental policies, PFMA requirements, and supply chain management processes; Supervise and guide support staff and interns, where applicable.

EE REQUIREMENTS:

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

ENQUIRIES:

Ms. Meriam Sekiba Tel. (012) 444 6610

EMAIL APPLICATION:

Recruitment5326@tourism.gov.za