

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: 12 June 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 on the signing of the employment contract, performance agreement, and annual financial disclosure, and the applicant 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: **DEPUTY DIRECTOR: B-BBEE LIASON AND COUNCIL ADMINISTRATION (DT34/2026)**

SALARY: R 1 101 468.00 per annum (Salary level 12), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 7 qualification in Public Management /Social Science/ Development or Policy Studies / Business Management. Post-graduate qualification will be an added advantage. 5 years relevant experience in stakeholder management, administrative and secretariat services, policy studies, research and project management, of which 3 years must be at supervisory management. Other

requirements include B-BBEE Management Development Programme Certificate. Knowledge of Tourism White Paper, Tourism Act No.3 of 2014, National Tourism Sector Strategy, BEE Strategy, Amended B-BBEE Act No. 46 of 2013, Amended Generic Codes of Good Practice, Preferential Procurement Policy Framework Act (PPPFA), Employment Equity Act 55 of 99, Amended Tourism B-BBEE Sector 20 November 2015, Knowledge of Public Service procedures, Policy and prescripts, Leadership Skills, Project Management, Financial Management, Stakeholder Management, Analytical Skills, Report Writing Skills, Policy Development Skills, Policy Advocacy Skills, Monitoring and Evaluation Skills, Research Skills, Project Management Skills, Finance/ Budgeting Skills, Presentation Skills, Negotiation Skills, Computer Literacy, Secretariat Skills, Communication and Liaison Skills. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered).

DUTIES:

The successful candidate will be responsible for managing the secretariat and oversight functions for the Tourism Transformation Council of South Africa (TTCSA); Acquiring quarterly reports from the TTCSA; Analysing quarterly TTCSA's reports for compliance with planning prescripts; Developing Council reports for submission to DG, Deputy Minister and Minister on quarterly basis; Arranging quarterly B-BBEE reporting meetings between the Council and Deputy Minister/ Minister; Facilitating the transfer of budget from the Department to the TTCSA on annual basis; Ensuring timely preparation, consolidation and distribution of documents for meetings of Council with the Deputy Minister/Minister; Preparing minutes of Council meetings with the Deputy Minister/ Minister; Ensuring effective follow-ups on all actions from minutes and implementation of decisions and develop regular progress reports; Keeping full and proper records of all minutes and expenditures of the Council on the allocated budget; Overseeing the management of Tourism B-BBEE stakeholders; Developing and maintaining stakeholders database and foster good relations with all stakeholders; Monitoring and evaluating engagements with stakeholders and develop reports with recommendations; Identifying challenges of stakeholders in complying with the Tourism B-BBEE Codes and recommend substantive mechanism to address them; Developing and implementing empowering programmes for targeted groups in partnership with appropriate tourism stakeholders; Serving as the liaison officer between the Council and the Department; Raising awareness on Tourism Transformation Policy; Developing and implementing stakeholder consultation plan to raise awareness on transformation policies/ Amended Tourism B-BBEE Sector Codes in all provinces; Making logistical arrangements for workshops, including booking venues, speakers and content; Developing and updating web-based content on Tourism Transformation B-BBEE Codes and empowerment initiatives; Presenting content on transformation/ Tourism B-BBEE Codes to stakeholders and respond to general queries thereof; Managing frequently asked questions on transformation matters/ Amended Tourism B-BBEE Codes and develop a report quarterly; Implementing Transformation Strategy; Facilitating development of Transformation Strategy for the department; Analysing and presenting the Transformation Strategy to tourism stakeholders; Submitting Transformation Strategy for approval by management; Designing and distributing the Transformation Strategy documents to stakeholders in the sector; Identifying priority projects from the Transformation Strategy to fast-track inclusivity; Developing an annual report on the implementation of the Transformation Strategy.

EE REQUIREMENTS:

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

ENQUIRIES:

Mr M Mankge, Tel. (012) 444 6569

EMAIL APPLICATION:

Recruitment3426@tourism.gov.za