

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: 22 December 2025 by 16:30 (Late applications will not be considered)

NOTE: Application must include a Z83 form and CV only. 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. Failure to do so, your application will be disqualified. 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 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification 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 shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. 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 will be subject to the signing of the performance agreement, employment contract, 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: **DIRECTOR: POLICY DEVELOPMENT AND REGULATIONS (DT32/2025)**
The purpose of this role is to manage the analysis and development of tourism policy frameworks and regulations

SALARY: R 1 266 714 per annum (an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.

CENTRE: Pretoria

REQUIREMENTS: A minimum SAQA recognised qualification at NQF level 7 in Public Policy, Tourism, Development Studies, or a related field is required. A postgraduate qualification is an added advantage. A minimum of 5 years' experience in a Middle/Senior Management position in a policy environment.

Essential Skills and Knowledge: Understanding of policy development processes, the political and economic context, public service systems, PFMA, and other relevant legislation. The role requires strategic thinking, problem-solving, strong presentation skills, communication, facilitation, interpersonal abilities, critical thinking, analytical skills, and good report writing skills. The ability to manage conflicts, along with flexibility, adaptability, and emotional intelligence, is also important. Competencies in project management, stakeholder management, and the management of human and financial resources are necessary. The role involves interaction with a wide range of internal and external stakeholders i.e. Internal: Ministry, Management Committees, Branches, Chief Directorates, Directorates, and Sub-Directorates & External: International Tourism Organisations, the private sector, relevant national departments and agencies, provincial tourism departments, tourism associations, and local government. Possession of a valid driver's licence. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES: Reporting to the Chief Director: Policy Planning and Strategy, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Policy Development and Review: Lead policy analysis, develop discussion documents and policy papers, conduct policy benchmarking, and prepare policy briefings for top management. Stakeholder Management: Facilitate and chair policy engagements, manage stakeholder expectations, and represent the organization's policy interests in various forums. Policy Analysis: Manage the collection of necessary data, provide policy options based on evidence, and offer rationale for chosen policy options to stakeholders. Policy Approval Process: Lead the development of Socio-economic Impact Assessment reports, secure necessary certificates for policy progression, and present policy proposals to governance clusters. Sectoral Policy Positioning: Track and analyze national policy developments from other sectors that may impact tourism, highlight implications, and generate tourism policy positions. Reporting: Generate progress reports on policy advocacy work and provide progress reports on policy developments to tourism intergovernmental forums. Manage all the resources, operations, systems, and processes of the Directorate.

EMAIL APPLICATION: Recruitment32@tourism.gov.za

NOTE: African and Coloured Females and People living with Disabilities are encouraged to apply.

ENQUIRIES: Mr. S Nkala Tel No: (012) 444 6316