

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:** 25 August 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:** **HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT CLERK (REF NO: DT 45/2026)**
- SALARY:** R 237 453 per annum (Salary level 05)
- CENTRE:** Pretoria
- REQUIREMENTS:** A Grade 12 (Senior Certificate) or equivalent qualification. Knowledge of registry duties, practices, as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Planning and organising skills. Good verbal and written communication skills. Interpersonal skills. Teamwork. Flexibility. HR experience would be an added advantage. A valid driver's license.
- DUTIES:** The successful candidate will be responsible for providing administrative support for internal and external bursary scheme; receiving and processing tuition fee claims, prescribed book claims and related documentation; verifying student accounts and confirming previous payments where repeat modules are involved; preparing tuition payment requests and submit them to Finance within prescribed timeframes; maintaining accurate records of bursary beneficiaries and related documentation; providing registry, document management and general administrative support; preparing, photocopying, scanning, binding and distributing documents for training, induction, orientation and other HRD programmes; receiving, distributing and tracking official correspondence;

maintaining an effective filing and records management system; ensuring confidential disposal of documents through approved shredding processes; providing general administrative support to the Directorate; maintaining Human Resource Development databases and records; capturing and maintaining learner information on the HRD database; updating databases relating to internships, bursaries, Workplace Skills Plan (WSP) training interventions, induction and orientation programmes; producing accurate reports and statistics information when required; maintaining electronic and manual records of all HRD interventions; coordinating training logistics and supporting the implementation of learning interventions; arranging training venues and logistical requirements; coordinating learner registration and attendance confirmations; preparing attendance registers and training material; conducting pre-course administrative activities; monitoring attendance during training interventions; administering training evaluation forms and compile evaluation reports; arranging transport and other logistical requirements where applicable; liaising with training providers and internal stakeholder regarding training arrangements; providing administrative support to the internship programme; assisting with the administration and placement of interns within the Department; coordinating induction and orientation programmes for interns; maintaining intern records and monthly internship reports; supporting the implementation of internship development programmes; monitoring compliance with internship administrative requirements; providing administrative support for Performance Management and Development System; receiving records and filing performance agreements and performance assessment documentation; performing quality assurance on submitted PMDS documents; monitoring compliance with PMDS submission timeframes; compiling reports on outstanding and non-compliant submissions; maintaining accurate filing and record management of all PMDS documentations.

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

ENQUIRIES: Ms N Buthelezi Tel. (012) 444 6149

EMAIL APPLICATION: Recruitment4526@tourism.gov.za

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