

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: 29 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: **PERSONAL ASSISTANT: OFFICE OF THE CFO (DT 42/2026)**

SALARY: R 338 106.00 per annum (salary level 7), excluding benefits.

CENTRE: Pretoria

REQUIREMENTS: A Secretarial Diploma (NQF 6) or equivalent qualification. Three (3) years' experience in rendering a support service to senior management.

Skills and Attributes: Knowledge of relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Computer literate. Basic written and communication skills. High level of reliability. Sound organisational skills. Good telephone etiquette. Language skills and the ability to communicate with people at different levels and

different backgrounds. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

DUTIES:

The successful candidate will be responsible for receiving telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded; performing advanced typing work; operating and ensuring that office equipment are in good working order; recording engagements of the senior manager; utilising discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter; coordinating with and sensitising/advising the manager regarding engagements; compiling realistic schedules of appointments; ensuring the effective flow of information and documents to and from the office of the manager; ensuring the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; scrutinising routine submissions/ reports and making notes and/or recommendations for the manager; responding to enquiries received from internal and external stakeholders; drafting documents as required; filling of documents for the manager and the unit where required; collecting, analysing and collating information requested by the manager; clarifying instructions and notes on behalf of the manager; ensuring that travel arrangements are well coordinated; prioritising issues in the office of the manager; managing the leave register and telephone accounts for the unit; handling the procurement of standard items like stationery, refreshments, etc., for the activities of the manager and the unit; obtaining the necessary signatures on documents like procurement advice and monthly salary reports; scrutinising documents to determine actions/information/other documents required for meetings; collecting and compiling all necessary documents for the manager to inform him/her on the content; recording minutes/decisions and communicating to relevant role-players, following up on progress made; preparing briefing notes for the manager as required; collecting and coordinating all documents that relate to the manager's budget; assisting the manager in determining funding requirements for purposes of MTEF submissions; keeping record of expenditure commitments, monitoring expenditure, and alerting the manager of possible over- and underspending; checking and correlating BAS reports to ensure that expenditure is allocated correctly; identifying the need to move funds between items, consults with the manager, and compiling draft memos for this purpose; comparing the MTEF allocation with the requested budget and informing the manager of changes; supervising human resources/ staff; remaining up to date with regard to the prescripts/policies and procedures applicable to work terrain to ensure efficient and effective support to the manager; remaining abreast with the procedures and processes that apply in the office of the manager.

EMAIL APPLICATION: Recruitment4226@tourism.gov.za

ENQUIRIES: Ms M Maponya mmaonya@tourism.gov.za

EE REQUIREMENTS: Coloured and White candidates, Youth as well as People living with disabilities are encouraged to apply.