

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 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: **SUPPLY CHAIN CLERK: DEMAND AND LOGISTICS MANAGEMENT X2 (DT39/2026)**

SALARY: R 237 453.00 per annum (Salary level 05), excluding service benefits.

CENTRE: Pretoria

REQUIREMENTS: A grade 12 certificate or equivalent. No Experience required. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication.

DUTIES: The successful candidate will be responsible for sourcing quotations on CSD and E-portal from service providers; Receiving and recording request for quotations; Updating the request for quotation progress register; Printing invitations and request from selected service providers by sending RFQ's; Receiving and updating quotations on

the register; Evaluating quotations received and compile valuation report; Submitting procurement documents for review and verification; Recording and sending procurement documents for approval to internal users/delegates for signatures; Following up with end users on approval of procurement documents; Publishing results/awards of RFQ's on E-portal; Updating of the departmental contract register; Providing support and guide end users on acquiring finance leases; Updating register for transversal contracts and provide report; Updating register for contracts and provide report; Updating finance lease register and provide report; Filing the SLAs of contracts; Sending documents to supervisor for verification; Compiling monthly reports on RFQ's /RFPs timely; Updating the progress and status on RFQ's/RFP's; Maintaining filing of valid BEE certificate or sworn affidavit for the awarded service providers; Attending to queries daily from internal and external client either telephonically or by email; Providing feedback to the internal client; Verifying compliance of the supplier on the procurement documents received; Checking the correctness of CDS report; Checking compliance on Tax status of suppliers and verified banking details; Checking the validity of the quotation; Ensuring that the SBD1 and SBD4 are completed and signed by the bidder; Checking the Directors of the service providers are not employed by the state; Compiling comparative schedule and submit for review.

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

ENQUIRIES: Ms. O Sekgweleo Tel. (012) 444 6773

EMAIL APPLICATION: Recruitment3926@tourism.gov.za