

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: 10 April 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: **TOURIST GUIDING SUPPORT OFFICER REF NO: (DT 20/2026)**

SALARY: R 397 116.00 per annum (Salary level 08)

CENTRE: Pretoria

REQUIREMENTS: A recognised NQF Level 6 qualification in Tourism Management or equivalent. A minimum of 2-3 years' relevant work experience in a relevant environment. Knowledge of the tourism/ tourist guiding sector will be an advantage. Proven administrative experience. Ability to provide administrative support for all projects. Excellent communication skills with the ability to provide comprehensive administrative support to projects and programmes. Sound knowledge of the tourism and tourist guiding environment, as well as applicable legislative and governmental frameworks across all spheres of government. Strong organisational and multitasking abilities with experience

and skills in project planning and implementation. Competence in database management and financial administration. Excellent written and verbal communication skills, with ability to engage professionally and effectively with stakeholders and manage challenging situations. Ability to work within a team environment. A valid driver's licence is required (candidates with disabilities that prevent them from driving will be considered).

DUTIES:

The successful candidate will provide administrative and coordination support for initiatives aimed at the growth and development of the tourist guiding sector. This includes assisting with the planning and coordination of stakeholder workshops on legislation, as well as capacity-building and consultation sessions addressing identified gaps and proposed solutions. The incumbent will support the legislative review process by assisting with the drafting of documents outlining sector challenges, proposed amendments, and implementation plans, and by coordinating related processes in collaboration with the Legal Services unit.

The role further involves supporting the development of strategies, policies, norms and standards for the sector; providing ongoing administrative support to Provincial Registrars and Registration Officials; and assisting with conducting needs analysis to identify skills gaps within the sector. The incumbent will also assist in developing and monitoring training programmes for both existing tourist guides and new entrants, ensuring that agreed deliverables and timeframes are met. Responsibilities also include coordinating logistical arrangements for stakeholder engagements; performing secretariat functions, including minute-taking and tracking action items; and assisting with the compilation of draft monthly and quarterly reports based on information received from provinces.

EE REQUIREMENTS:

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

ENQUIRIES:

Ms U Pillay Tel. (012) 444 6386

EMAIL APPLICATION:

Recruitment2026@tourism.gov.za