

# National 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 for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

**(E-mailed, faxed and late applications will not be considered)**

**NOTE:** In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment.

**POST:** **DEPUTY DIRECTOR: BUILDINGS AND ENERGY MANAGEMENT (NDT33/2013)**

**SALARY:** R495 603 (An all-inclusive remuneration package)

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognised Bachelors Degree/ National Diploma in Facilities Management/Building Management. Minimum of 3-5 years relevant experience in facilities/buildings management. Extensive knowledge of built environment. Knowledge of National Building Regulations; Government Immovable Asset Management Act; Public Finance Management Act and Treasury Regulations; Occupational Health and Safety Act and Energy Efficiency directives. Project management. Advanced Computer literacy; Sound written and verbal communication skills. Planning and organising skills. Good interpersonal skills. Ability to work long hours and independently. Valid driver's license

**DUTIES:** Provide effective and efficient facilities and office accommodation management services. Manage day to day maintenance of the buildings in head office and provinces. Manage procurement of office accommodation in head office and provincial offices. Manage office space planning and allocation. Manage parking facilities. Monitor implementation of energy efficiency measures. Ensure quality of workmanship during construction and renovations through inspections. Monitor implementation of Occupational Health and Safety Regulations; Manage lease agreements and other service contracts and service level agreements. Monitor office accommodation budgets.

**ENQUIRIES:** Ms N Ngcobo Tel: 012-444 6122

**CLOSING DATE:** 10 June 2013 at 17h00

**Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.**



tourism

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA