

# 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: SECRETARIAT SERVICES: OFFICE OF THE CHIEF OPERATIONS OFFICER (NDT31/2013)**

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

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate recognised three year tertiary qualification in Public Management or Administration. Appropriate experience in project management and secretariat services. The applicant should have good leadership and management skills, good knowledge of administration, good interpersonal, communication and organising skills. A strong computer literate (packages such as Microsoft Word, Power Point, Microsoft Excel, Internet, and GroupWise) and have a good knowledge of writing reports, memoranda and letters. The ability to gather and analyse information. To work with difficult clients and resolve conflicts. The knowledge of financial management (Public Finance Management Act, Treasury Regulations) and Government reporting process. The applicant should have good coordination skills, be prepared to travel, work long hours and under pressure. Have a valid driver's licence.

**DUTIES:** Provide overall administrative support, coordination of functions for the Sub-directorate Secretariat Services. Coordination of intergovernmental meetings, public entity bilateral and departmental management meetings. Overall management of meeting document packs by providing the quality control for correctness. Develop and implement the meeting project plans that are aligned to the Minister, Director General and Department's diaries. Manage the overall procurement and logistical arrangements for the sub-directorate. Monitor implementation of meeting decisions and provide progress report timeously. Record keeping of the all the secretariat services meetings. Liaison with stakeholders.

**ENQUIRIES:** Mr J Matlala Tel: 012 444 6707

**CLOSING DATE:** 7 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.**



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REPUBLIC OF SOUTH AFRICA