

# 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

**CLOSING DATE:** **7 August 2015 at 16:30 (E mailed, faxed and late applications will not be considered)**

**NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence 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). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. 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. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**POST:** **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL (NDT24/2015)**

**SALARY:** R819 126 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised B-degree (NQF7) in Public Administration/Business Management or relevant field plus extensive relevant experience in the rendering of executive support services in a similar environment • A minimum of five-years' experience at a middle/senior managerial level • A post graduate degree will be an added advantage • Proven management experience • Strong administration skills • Understanding of the work of the Department and Government in general and knowledge of the Department's public entity will serve as an additional advantage • Business etiquette and knowledge of Government protocol • Inter- and intergovernmental relationships • Strategic management and leadership skills • Good coordination skills • Financial management skills • Knowledge of the Public Finance Management Act and Treasury Regulations • Good communication skills (verbal and written) • Problem-solving skills • Good interpersonal and stakeholder liaison skills • The ability to manage human and physical resources in the Directorate.

**DUTIES:** The successful candidate will manage the Office of the Director-General (DG), provide strategic support in order to ensure efficient and effective functioning and perform the following key functions: Provide executive support to the Director-General (DG): • Provide strategic diary advice to the DG based on business needs • Manage the DG's diary • Offer personal assistance to the DG • Manage the DG's travel logistics • Manage reception service for the DG's office • Manage the departmental calendar including coordination with Ministry. Provide administrative support to the Director-General: • Manage the finances of the directorate as well as the departmental correspondence referral system • Manage the workflows received for DG's attention and provide advice on content thereof • Manage document flow between Ministry and the Department. Provide parliamentary liaison support for the Department: • Provide liaison service between Parliament and the Department and SAT • Manage Parliamentary questions • Facilitate preparations for parliamentary briefings. Office Management Service: • Implement systems for efficient service delivery • Implement corporate policies • Provision and management of physical resources.

**ENQUIRIES:** Mr T Koen Tel: (012) 444 6154

**All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, some of the interviewed candidates will be**

**subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure.**



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

