

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 S Kunene** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: **01 September 2015 at 17:00 (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: **MAINTAINANCE OFFICER (NDT25/2015)**

SALARY: R158 094 per annum (an all-inclusive remunerations package)

CENTRE: Pretoria

REQUIREMENTS: N3 Heavy Current Electrical Certificate and trade test certificate with extensive experience in plumbing, electrical related functions. Good computer literacy and use of Microsoft office packages, Good communication skills (verbal and written). Planning and organising skills, good interpersonal skills. Ability to work long hours and independently. Ability to work under pressure. Knowledge of building regulations

DUTIES: Provide planned and unplanned maintenance. Acquire and control maintenance stock. Attend to all plumbing works and electrical maintenance. Install new and repair equipment. Conduct day to day maintenances inspection. Assist with monitoring of contractors onsite. Identify Health and Safety Hazards in building. Log calls with landlord for major repairs and to liaison with lift contractors when lift are faulty. Write weekly and monthly maintenance report. Attend to Regional office maintenance quarterly.

ENQUIRIES: Mr Z Mokganye, Tel. (012) 444 6129

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

