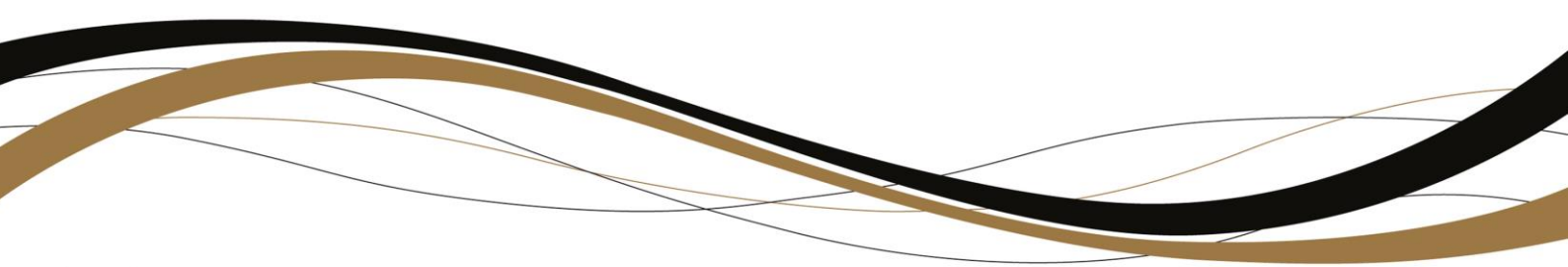


# National Department of Tourism

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:** 27 May 2015 at 16h30 (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:** **OFFICE ADMINISTRATOR II: DOMESTIC TOURISM MANAGEMENT – NORTHERN REGION (NDT14/2016)**
- SALARY:** R 211 194 per annum (Total inclusive package of R317 028 /conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** A three year recognized qualification or a Grade 12 Certificate with five years' experience in office administration. Good interpersonal, communication, analytical and organising skills. Good computer literacy and advanced Microsoft packages proficiency. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Customer care orientation and excellent client liaison skills – ability to act with tact and discretion. Ability to work independently with limited supervision and under pressure. Willingness to work after hours when required.
- DUTIES:** Render effective office administrative support service in the office of the Chief Director (CD) and perform the following key functions: Provide effective office management including accurate filing and quick retrieval of files and documents. Maintain the CD's daily, weekly and monthly action activities plan. Render editorial support to the CD (diary, documents, meetings and minutes) packaging information into coherent reports. Screen telephone calls and other communication. Manage correspondence records. Compile presentations, submissions, reports and type documents professionally. Carry out basic financial administration, (travel and S&T claims, and petty cash) and budget monitoring. Liaise with stakeholders with regards to general queries and assist with information. Make logistical arrangements for meetings and workshops. Administer the procurement of goods and services for the Chief Directorate. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework.
- ENQUIRIES:** Ms Mottlalepule Seitelo Tel: 012 444 6278

**Note: Applications received may be used to fill similar posts for the next 6 months**



**tourism**

Department:  
Tourism  
**REPUBLIC OF SOUTH AFRICA**

