

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 November 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. Applications received may be used to fill similar posts that become vacant in the next 6 months.
POST:	<u>OFFICE ADMINISTRATOR II: POLICY DEVELOPMENT AND EVALUATION (NDT38/2015)</u>
SALARY:	R196 278 per annum (Total inclusive package of R291 491 /conditions apply)
CENTRE:	Pretoria
REQUIREMENTS:	A three year recognized qualification or equivalent plus relevant experience in office administration. Experience rendering administrative and secretarial support service to a senior manager. Good understanding and experience of procurement and financial procedures in government. Experienced in filing, retrieval and archiving of documents, minute taking and making logistical arrangements. An understanding of the Public Service systems and procedures will also serve as an advantage. Willingness to work after hours when required. Required Skills and Competencies: Professional interpersonal skills, Analytical, Planning, Organising, Financial Administration, Excellent Communication skills (verbal and written), be a Self-Starter, Excellent Computer literacy (standard packages including but not limited to MS Word, MS Excel, MS PowerPoint). Ability to handle pressure and a higher quality of work. Ability to be flexible and to work independently with limited supervision.
DUTIES:	Render effective office administrative support service in the office of the Chief Director and perform the following key functions: Answer, screen and redirect telephone calls. Manage all correspondence to and from the office ensuring a proper record is kept and checked regularly. Draft basic correspondence on multiple platforms on behalf of the Chief Director. Format presentations, submissions, reports and meeting documents. Quality check documents for the Chief Director's approval. Prepare and submit travel claims for approval and payment. Coordinate, consolidate and compile information from the staff in the Chief Directorate for submission of reports of an administrative nature. Manage directorate leave plans and meetings schedule. Ensure assets are managed and an accurate register is maintained for the office of the Chief Director. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops, ensuring all required records are kept and that meetings are run professionally. Assist with procurement of goods and services for the Chief Director. Make travel arrangements, Dairy Management, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework. Maintain and efficient filing, retrieval and archival system for all documents. Follow up on all requests from the Chief Director and the office of the Branch administrator. Administration of routine deadlines for compliance by the Chief Director's office.
ENQUIRIES:	Ms S Ngidi, Tel. (012) 444 6326

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