

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:** **15 October 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:** **OFFICE ADMINISTRATOR I: OFFICE OF THE DIRECTOR: ADMINISTRATION SUPPORT IN THE DIRECTOR-GENERAL'S OFFICE (NDT37/2015)**
- SALARY:** R158 985 per annum (Total inclusive package of R246 242 pa /conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** A three year recognised qualification or Grade 12 certificate with extensive work experience in office administration. Good computer literacy and use of Microsoft packages. Good communication skills, interpersonal skills, planning and organising skills. Good telephone etiquette, administration and diary management; an understanding of the Public Service system and procedures will serve as an advantage. High level of reliability. Willingness to work after hours when required.
- DUTIES:** Render effective administrative support in the office of the Director and perform the following key functions: managing the Director's diary. Receive visitors in the office. Answer, screen and redirect telephone calls. Manage correspondence by receiving and distributing documents. Prepare and submit travel claims for approval and payment. Consolidate presentations, submissions, reports and type documents. Assist with procurement of goods and services for the directorate. Liaise with stakeholders with regards to general queries and provide assistance/information. Make logistical arrangements for meetings and workshops. Make travel arrangements. Taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework.
- ENQUIRIES:** Mr G Mroke, Tel. (012) 444 6166

Note: This advert may be used to fill similar posts in the department should such become vacant within 6 months of the closing date of the advert.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

