

# 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:** 29 April 2016 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 III: OFFICE OF THE DEPUTY DIRECTOR-GENERAL (NDT 09/2016)**
- SALARY:** R 243 747 per annum (Total inclusive package of R 349 086/conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** A three year recognised National Diploma (NQF6) / Degree plus appropriate experience in office administration. Experience in rendering support service to executive/ senior management. Sound and in- depth knowledge of relevant prescripts, and application of human resources policies, as well as understanding of the legislative framework governing the public service. Ability to handle pressure and high quality of work. Some knowledge and understanding of the functional areas covered by the Deputy Director-General portfolio. Good interpersonal, communication, analytical and organising skills. Good computer literacy and use of Microsoft packages. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service system and procedures will also serve as an advantage. Ability to work independently with limited supervision. Willingness to work after hours when required.
- DUTIES:** Render effective administrative support in the office of the Deputy Director- General and perform the following key functions: Provide a secretarial/Receptionist support service to the office of the Deputy Director-General; Prepare and submit travel claims for approval and payment; Ensure effective flow of information and documents to and from the office of the Deputy Director-General; Ensure safekeeping of all documents in the office in line with the relevant legislation and policies; Obtain inputs, collates and compile reports (eg Progress reports, Monthly report, Management reports); Scrutinise documents to determine actions/Information/other documents required for meetings; Record minutes/decision and communicate to relevant role-players, follow up on progress made; Keep record of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending; Make logistical arrangements for meetings and workshops; and Perform other office administration related functions and assist with personal task within an agreed framework.
- ENQUIRIES:** Ms B Morena, Tel. (012) 444 6114

**Note: The applications received from this advert will be used to fill similar positions that became vacant in the next 6 months. People who previously applied need not re-apply as their applications will be considered**



**tourism**

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

