

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

CLOSING DATE: **18 September 2015 at 17h00** (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: **SENIOR ADMINISTRATIVE OFFICER: BUSINESS PERFORMANCE MANAGEMENT (REF: NDT28/2015)**

SALARY: R243 747.00 per annum (Total Package: R 349 086 per annum)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized Degree/National Diploma (NQF6) in Public Administration/ Management or equivalent qualification plus relevant experience in strategic and operational planning. Knowledge and understanding of strategic planning prescripts. Facilitation and coordination skills, communication (written and verbal) and interpersonal skills, analytical and research skills. Computer literacy. Ability to work under pressure and with limited supervision.

DUTIES: The successful candidate will be responsible for the following key functions: Assist in conducting research to contribute to the continuous improvement of organisational performance management process for the department. Develop relevant planning templates to guide departmental planning process. Provide administrative support during the Department Lekgotla. Provide assistance in coordination and consolidation of Strategic Plan, Annual Performance Plans, Business Plan and Technical Indicator Description for the department. Provide support with the development of the organizational business planning across the department. Provide support in the development of Medium-Term Expenditure Framework (MTEF) and Estimates for National Expenditure (ENE) databases for the department. Provide assistance in the development of the annual planning calendar for the sub-directorate. Prepare monthly, quarterly and annual reports and monthly plans for the sub directorate. Maintain the effective filing system for the sub-directorate. Maintain efficient and effective administrative support within the sub-directorate: Assist the Office of the Director: Business Performance and Risk Management with any administrative support when required.

ENQUIRIES: Mr. Z Mguli: Tel 012 444 6738

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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