

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: **28 October 2016 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. A practical written exercise will be conducted on the day of the interviews.

POST: **ASSISTANT ADMINISTRATIVE SECRETARY: OFFICE OF THE MINISTER (NDT24/2016)**
CONTRACT POST LINKED TO THE TERM OF OFFICE OF THE MINISTER

SALARY: R311 784 per annum (Total inclusive package of R435 630 per annum) plus a non-pensionable allowance of R 5 800 per month

CENTRE: Cape Town

REQUIREMENTS: A recognised 3-year degree/National Diploma (NQF6) in Business Management, Public Administration or an equivalent qualification plus relevant experience in the rendering of executive administrative support services in a similar environment would be an advantage. Basic knowledge of the functioning of Executive Management offices and the Public Service. Basic knowledge of the Government-wide framework, policies, procedures and practices. Skills: Excellent communication (verbal and written), computer, analytical, coordination. Ability to work under pressure, committed to high standard of quality control, ability to maintain high level of confidentiality, financial background. Exposure to an electronic document management system would serve as an added advantage. Able to work irregular hours and perform duties away from Cape Town.

DUTIES: The successful candidate will be responsible for the following key activities: Efficiently and effectively manage a variety of administrative support services in the Minister's Office which includes Cabinet and executive support services. Managing workflow through the electronic document management system. Liaise and interact with departmental business units to follow up on responses. Draft and edit correspondence. Oversee the asset register, manage office maintenance, official vehicles and arrange for petty cash in Cape Town. Oversee the reception, messenger and cleaning services in Cape Town. Serve as secretariat at meetings (minute-taking, creating a dashboard).

ENQUIRIES: Mr S Starke, Tel. (012) 444 6771



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

