

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 June 2018 (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. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment..

POST: **ADMINISTRATIVE SUPPORT: DESTINATION DEVELOPMENT (NDT 06/2018)**
(3 months Fixed Term Contract)

SALARY: R 779 295 per annum (all-inclusive package)

CENTRE: Pretoria

REQUIREMENTS: A 3-year Bachelor's Degree/ National Diploma or equivalent qualification (NQF 6). 3-5 years' working experience at middle management level. Computer Literacy (MS Office packages) and Basic Project Management.

DUTIES: The successful candidate will be responsible to coordinate the project administration functions and provide executive support to the office of the Deputy Director General. An understanding of project management and supply chain management processes within the public sector is needed. The incumbent will also need to consolidate budget inputs, monitor the allocated project budgets to detect over/under expenditure, report instances of deficit/excess expenditure, coordinate the provision of financial projections, detailed verification and interrogation of all supply chain management transactions before forwarded to the DDG, coordinate and collate inputs for the demand management plan of the branch, consolidate and coordinate monthly projects performance reports, provide support on projects within the expanded public works programme, arrange and provide secretarial support for management and project meetings, ensure regular report back to DDG on progress or delay of projects and or flow of documents, coordinate submission of documents for departmental meetings (e.g. MANCO, Top Management, etc).

ENQUIRIES: Mr T Koenig, Tel. (012) 444 6154

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REPUBLIC OF SOUTH AFRICA

