

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 September 2014 at 17:00 (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:** **ADMINISTRATIVE OFFICER: POLICY, PLANNING AND DEVELOPMENT (NDT41/2014)**
- SALARY:** R 183 438 per annum (Total inclusive package of R266 491 /conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** A three year Degree/National Diploma (NQF6) in Tourism Management/Public Management/Public Policy or equivalent qualification in a related field with a minimum of 2 years relevant working experience. Knowledge and competence in Administrative procedures, Project management, Policy development, Public Service and Departmental procedures and prescripts, NDT policies and procedures, Sound organising and planning skills, Good communication (written and verbal) skills, Familiar with Microsoft Packages, Leadership, Facilitation and Creativity. A valid driver's license Code B will be an advantage.
- DUTIES:** The successful candidate will be responsible for, amongst other the following duties: Provide administrative support in the development of tourism policy frameworks to grow the sector. Provide administrative support in the review of tourism policies and strategies to grow the sector. Provide administrative support towards the provision of policy inputs and advice on other sectoral and departmental regulatory frameworks. Provide administrative support towards the analyses of national and global sectoral policies/legislation with a view to determine their impact to tourism. Render logistical support services to the sub-directorate.
- ENQUIRIES:** Ms S Bopape, Tel. (012) 444 6304
- 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

