

# 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: TOURISM DEVELOPMENT: KWAZULU NATAL AND MPUMALANGA LEADING IN SOCIAL DEVELOPMENT (NDT43 /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 Administration or equivalent qualification in a relevant field with 2 years' experience in Tourism/Administration or related field. Knowledge of Tourism Trends, Financial Management (SCM and Procurement procedures), Planning and Management, Composition and function of NDT, Stakeholders Management, Government systems, Administration fields, Public Service and Departmental procedures and prescripts, NDT policies and procedures, Events Management, Public service and departmental procedures and prescripts, Project management, Knowledge and competence in Interpersonal skills, Facilitation and coordinating skills, Communication (Verbal and Written), Responding to enquiries, Sound organising skills, Presentation skills, Project Management skills, Administration, Creativity and innovative, Computer Literate, Research. A valid driver's license will be an advantage.
- DUTIES:** The successful candidate will be responsible for, amongst other the following duties: Render office administration and support in the coordination of initiatives in promoting tourism growth. To provide the logistical support for prioritized niches for growth and tourism development. To arrange and assist in the coordination and facilitate tourism human resource development initiatives within the tourism sector. Render secretarial and general office administration for support programmes to facilitate domestic tourism growth and development.
- ENQUIRIES:** Mr G Moroke, Tel. (012) 444 6166
- 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.



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Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

