

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 November 2013 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 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:** **ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT (NDT68/2013)**
- SALARY:** R 170 799.00 per annum (Total inclusive package of R251 156.00 /conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** An appropriate recognized Degree/ National Diploma (NQF6) or a Grade 12 coupled with relevant registry experience. Knowledge of filing systems and Records Management will serve as an advantage. **Skills required:** Good numeric and computer, Communication (written and verbal), Interpersonal skills and listening skills. Have sense of responsibility, confidentiality and urgency. Customer care and excellent client liaison skills – ability to act with tact and discretion. Ability to work independently, under pressure with limited supervision. Willingness to work after hours when required. Ability to read and prioritise workflow in registry. Identify and classify, record large variety of official documents and maintain a high sense of accuracy and customer focused. Willingness to travel.
- DUTIES:** The successful candidate will be responsible for the following key functions: Receive incoming mail. Prepare outgoing mail. Opening and closing of files. Control movement of files. Retrieve archive of records. Control access to the archive storages. Sort and register all correspondences and redirect them appropriately. Administer disposal and transfer of files. File all documents according to the prescripts of National Archive and give necessary administrative support to the Assistant Director: Administration.
- ENQUIRIES:** Ms D Franks-Swart, Tel 012 444 6482
- 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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REPUBLIC OF SOUTH AFRICA

