

# National Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote presentivity (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:** 17 May 2013 at 17h00 (No late, faxed and e-mailed applications will be accepted)

**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: BUILDINGS AND ENERGY MANAGEMENT (NDT24/2013)**

**SALARY:** R 170 799.00 per annum (Total inclusive package of R251 156.00 /conditions apply)

**CENTRE:** Pretoria

**REQUIREMENTS:** Bachelors' Degree or a National Diploma in Building Management/Built Environment. Relevant experience in facilities or building management services. Knowledge of building related policies and procedures, energy efficiency related policies and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Candidates should have at least 2 years relevant experience and sound knowledge of building administration. A good planning, organizing, good interpersonal skills and communication skills (verbal and writing) the candidate should also be familiar with MS packages. Supervisory skills, valid drivers' license Candidate must be able to demonstrate the knowledge and familiarity with Occupational Health and Safety Act, 85 of 1993 as amended.

**DUTIES:** Provide buildings administrative support functions. Assist in administration of leases and municipal accounts. Assist in implementing energy efficiency measures. Organise facilities management awareness campaigns. Assist in the implementation of Occupational Health and Safety in all buildings occupied. Assist in the administration of service contracts and service level agreements. Assist with day to day maintenance of the head office building. Establish and promote effective relations with clients, other governmental departments and private sector. Assist in administering contract and service level agreements. Organise meetings, take minutes and logistical arrangements.

**ENQUIRIES:** Ms N Ngcobo, Tel: 012 444 6122

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

