

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: 19 October 2015 at 16h30 (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: SOUTHERN AFRICA (NDT32/2015)**

SALARY: R196 278 per annum (Total inclusive package of R291 491 per annum /conditions apply)

CENTRE: Pretoria

REQUIREMENTS: A three year recognised degree/National Diploma (NQF6) in Tourism/ Development Studies/ Public Administration/ International Relations or equivalent qualification coupled with relevant administrative experience. Ability to work and manage projects independently; Knowledge of Tourism Trends, Financial Management (SCM and Procurement procedures); Knowledge and basic understanding of policy formulation. Analytical thinking; Ability to interpret and apply policies, strategies and legislations; Ability to liaise with and coordinate stakeholder engagement; Good knowledge and government processes and relevant legislation; Good interpersonal and presentation skills; Good communication skills (spoken and written; Research and project management skills; Strategic thinking and problem solving skills. Good computer literacy.

DUTIES: The successful candidate will be responsible for the following: Provide administrative, secretariat logistical and research support to the unit. Support the development and implementation of a response plan for priority areas in markets. Support the institutionalisation of tourism in South African Missions Abroad. Support Strategic National priorities facilitated to implement International Agreements. Capture data and produce graphs

ENQUIRIES: Ms T Tembani, Tel 012 444 6643

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

