

# 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:** 06 June 2014 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: TRAVEL SERVICES (NDT25/2014)**

**SALARY:** R183 438.00 per annum (Total inclusive package of R266 491.00 / conditions apply)

**CENTRE:** Pretoria

**REQUIREMENTS:** Applicant must be in possession of National Diploma / Degree in Public Administration coupled with minimum of three year experience in the field of travel services/management. Practical knowledge of travel and accommodation policy. Ability to interpret and implement policies, directives and related prescripts in travel management. Computer literacy. Writing and verbal communication skills. Planning and organising skills. Good interpersonal skills. Ability to work long hours and independently. Ability to work under pressure. Ability to gather and analyse information. Valid driver's license.

**DUTIES:** The recommended candidate will be responsible for the following: Receive and verify travel invoices. Compile travel payments. Compile non-allowable reports. Administer fruitless and wasteful expenditure. Make payments on file. Assist in the compilation of monthly travel reports. Assist with travel bookings. Capture commitment report

**ENQUIRIES:** Mr T Nyaku, Tel (012) 444 6109

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