

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 August 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 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: PROGRAMME MANAGEMENT SYSTEM (NDT46/2013)**

SALARY: R 170 799 per annum (Total inclusive package of R 251 156/conditions apply)

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate with relevant experience. An appropriate recognized National Diploma (NQF6) / Degree in Office Administration or equivalent qualifications will be an added advantage. Knowledge of relevant government Acts and Prescripts (BAS, Logis, Persal, etc). Skills required: Computer, Communication (written and verbal), organizing, interpersonal skills, report writing and ability to work under pressure. Willingness to work after hours when required.

DUTIES: The successful candidate will be responsible for the following key functions: Rendering administration support to the Directorate: Programme Management System; ensure that proper procurement procedures for goods and services are followed. Assist with the logistical duties such as arranging meetings within the Directorate. Receive and verify all reports from the provinces against the EPWP (Expanded Public Works Programme). Assist with Project Management System helpdesk support and record all system related project files from the provinces. Ensure that data verification reports are scanned, filed and kept at the safe place.

ENQUIRIES: Mr G Moroke Tel: (012) 444 6166



NOTE: THIS POSITION HAS BEEN EARMARKED FOR A PERSON WITH DISABILITY. PERSONS WITH DISABILITIES WILL RECEIVE PREFERENCE AND ARE THEREFORE ENCOURAGED TO APPLY.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA