

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 to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to recruitment@tourism.gov.za (Maximum size of 5 MB)
- CLOSING DATE:** 10 July 2020 at 16:30 (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 copies (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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. Shortlisted candidates may further be subject to a job related test.
- POST:** **ADMINISTRATIVE ASSISTANT: FINANCIAL MANAGEMENT (DT17/2020)**
- SALARY:** R 208 584 per annum, excluding service benefits (Level 6)
- CENTRE:** Pretoria
- REQUIREMENTS:** Grade 12 certificate or equivalent other training course/qualifications. 0-1 year working experience.
- DUTIES:** The successful candidate will be responsible for calendar management in the Chief Directorate; Arrange directorate's meetings, workshops, catering, conferences and departmental entertainment; Administer safekeeping of goods delivered and received; Receiving clients from reception area and direct them to the relevant boardroom, venue or office; Make flight bookings, accommodation and car rental as per departmental policy and procedures; Binding of documents for management meetings; Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering documents and disseminate to the relevant officials; Keep and maintain leave records, asset register, procurement of assets/equipment; Compile quarterly delegation report on all approval done by Directors; Manage printer contracts; Process S&T, cellphone and other claims and submit for approval and forward to finance for payment; Manage petty cash according to policy and procedures; Ensure safekeeping of information, documents, order forms, invoices; Adhere to the record management policy and procedure; Filing of all documents according to the departmental file plan and central filling system.
- EE REQUIREMENTS:** **Preference will be given to Coloured Male, Asian Male and White Male Candidates.**
- ENQUIRIES:** Mr M Maharaj, Tel. (012) 444 6238