

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.

INTERNAL ADVERTISEMENT

Please note that this post is advertised internally, however external applications will also be accepted and considered.

- APPLICATIONS:** Applications can be submitted for the attention of **Mr E Masindi**, Department of Tourism, Private Bag X424, Pretoria 0001, or hand delivered to: The Tourism House, 17 Trevenna Street, Sunnyside, 0002
- CLOSING DATE:** **05 June 2019 at 16h30**
- 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 or permanent resident) 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. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Candidates may be subjected to a job related exercise.
- POST:** **ADMINISTRATIVE ASSISTANT: VARIOUS UNITS (NDT 05/2019)**
- SALARY:** R 208 584 per annum (Excluding service benefits /conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** Grade 12 certificate or equivalent other training course or qualification. 0-1 year working experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. High Level of reliability. Basic written communication skills. Ability to act with tact and discretion.
- DUTIES:** The successful candidate will be responsible for: preparing and maintaining year plan or calendar; Make logistical arrangements for meetings, events and workshops (venue, equipment, refreshments); Process order forms/order numbers for workshops, catering, conferences and departmental entertainment; Make bookings of flights, accommodation and car rental as per departmental policy and procedure; Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering the documents and disseminate to the relevant officials; Keep and maintain leave records, asset register, procurement of assets/equipment etc; Compile quarterly delegations report on all approvals done by Directors; Preparing S&T, Cellphone claims and ADSL claims and submit for approval and forward to finance for payment; Receiving, record and distribute all incoming and outgoing documents; Record and circulate promptly, in clear and confidential manner, documents that are relevant to



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the manager; Filing of all documents according to the departmental file plan and central filing system..

ENQUIRIES: Ms B Morena, Tel. (012) 444 6114



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