

National Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representatively (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 G Moroke** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 29 April 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 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 / DOMESTIC TOURISM DEVELOPMENT (NDT23/2013)**

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

CENTRE: Pretoria

REQUIREMENTS: A recognised three year Bachelor's Degree/National Diploma (NQF6) in Tourism Management or related field plus relevant experience. Thorough demonstration of knowledge of the structure and operations of the tourism industry, Good knowledge of government processes and relevant legislation more especially procurement and standard public sector policies, strategies, approaches and plans, Ability to work independently, with limited supervision, Willingness to contribute to the success of individual, Directorate, Branch/Division and Departmental objectives, Good interpersonal and presentation skills, Good communication skills (written and verbal) good negotiation and advocacy skills, Ability to monitor and control the expenditure of the component, Good computer literacy and use of standard packages, Ability to work under pressure, Willingness to work above normal hours to achieve organisational objectives.

DUTIES: The successful candidate will perform the following tasks: Provide administrative and logistical support for Tourism Development initiatives, Source information on relevant domestic tourism stakeholders in the region, Prepare correspondence and communicate with provinces and organs of state for the Domestic Tourism, Network with Domestic Tourism private entities and other stakeholders in support of tourism developmental engagements, Support the coordination of tourism activities on Domestic Tourism level and assist with the dissemination information on key aspects of Domestic Tourism operations.

ENQUIRIES: Ms. Nkeku Motubatse 012 444 6365

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



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REPUBLIC OF SOUTH AFRICA

