

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 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:** 26 March 2021 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 SUPPORT AND CO-ORDINATION OFFICER: OFFICE OF THE MINISTER (DT04/2021)**
- SALARY:** R 733 257 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised three-year qualification (NQF 7). 3-5 years' working experience at managerial level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
- DUTIES:** The successful candidate will be responsible for developing, implementing and maintaining systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; compiling correspondence, submissions and cabinet memoranda as required; studying, editing and commenting on submissions to be submitted to the executive authority for consideration; managing the procurement and maintenance of equipment and administering the budget in the office of the executive authority; managing logistical support in the office of the executive authority; developing, implementing and maintaining a filing system for the office of the executive authority; ensuring that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification; briefing the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council; liaising with senior management in the institutions within the executive authority's portfolio; co-ordinating the activities of the executive authority's office; managing the distribution of memoranda to Cabinet/executive council members; managing the distribution of documents and submissions to the relevant legislature and standing/portfolio committees; keeping record of decisions of Cabinet/executive council and alerting the Chief of Staff and executive authority of actions to be taken and due dates; general supervision of employees in the office of the executive authority; quality control of the work delivered by supervisees; advising supervisees with regard to all aspects of the work; serving as the formal disciplinary authority with regard to supervisees; ensuring that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES:

Mr P Tshabane 012 444 6195 / Mr T Koena 012 444 6154