

National Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote presentivity (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: 20 May 2013 (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: OFFICE ADMINISTRATOR III: OFFICE OF THE CHIEF OPERATIONS OFFICER (NDT29/2013)

SALARY: R 212 106.00 per annum (Total inclusive package of R301 275.00 /conditions apply)

CENTRE: Pretoria

REQUIREMENTS: A three year recognized qualification plus appropriate experience in office administration. Minimum of 3 years experience rendering support service to executive/ senior management. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Ability to handle pressure and a higher quality of work. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Good interpersonal, communication, analytical and organising skills. Good computer literacy and use of Microsoft packages. Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage. Ability to work independently with limited supervision. Willingness to work after hours when required.

DUTIES: Render effective office administrative support service in the office of the Chief Operations Officer and perform the following key functions: Receive visitors in office. Answer, screen and redirect telephone calls. Manage correspondence by receiving and distributing documents. Compile presentations, submissions, reports and type documents. Prepare and submit travel claims for approval and payment. Liaise with stakeholders with regards to general queries and provide assistance /information. Make logistical arrangements for meetings and workshops. Manage the Chief Operations Officer's diary. Assist with procurement of goods and services for the Chief Operations Officer. Make travel arrangements, taking minutes and perform other office administration related functions. Assist with personal tasks within an agreed framework.

ENQUIRIES: Ms N Sebola, Tel: 012 444 6152

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

