

## ADVERTISEMENT

### 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 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:** **10 February 2017 at 16:00 (E-mailed, faxed and 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 certified copies of qualifications, Identity Document, proof of citizenship/permanent residence 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). 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.

**POST:** **ASSISTANT DIRECTOR: CREDITORS, TRAVEL AND SUBSISTENCE (NDT 01/2017)**

**SALARY:** **R311 784 per annum (Total Package: R439 077 per annum)**

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate recognized degree/ national diploma in Financial Accounting/ Financial Management/ Management Accounting. At least 5-6 years supervisory experience and Public Service financial experience with specific focus on creditor payments, travel and subsistence advances and claims, accommodation and travel payments, fruitless and wasteful expenditure. Candidates must have knowledge and understanding of the public sector financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulations. Knowledge required: Financial management, Treasury regulations, Public Financial Management Act. Good knowledge of government processes. Ability to develop and apply policies. Skills required: Computer literacy, Numeracy, Accuracy, Planning and Organizing, People

Management skills, Leadership and Communication (written and verbal), a good understanding of BAS, Persal, LOGIS and other computer systems.

**DUTIES:**

Manage creditors' payments, Travel and Subsistence claims and advances, Monitor that accounts are correctly used and ensure that they are cleared as prescribed for month and year-end closure, Assist in compiling notes to the Annual Financial Statements, Review monthly creditors' and travel agency reconciliations, Manage fruitless and wasteful expenditure, Monthly reporting on invoices exceeding 30 days, Monthly reporting on duplicate invoices, Provide information/audit response to internal and external auditors, Develop and implement financial management policies, Ensure performance agreements and reviews of incumbents in the unit are done in line with public service requirements, Perform any other duties as delegated by the CFO.

**ENQUIRIES:**

Ms Avelline Griesel, Tel: (012) 444 6244