

# 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:** **07 July 2017 at 16h30 (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:** **BRANCH COORDINATOR: DESTINATION DEVELOPMENT (NDT10/2017)**  
**Fixed term contract appointment up to 31 December 2017**

**SALARY:** R657 558 per annum plus 37% in lieu of benefits

**CENTRE:** Pretoria

**REQUIREMENTS:** A recognized three year Degree/National Diploma (NQF6) in business management, public administration or an equivalent qualification plus a minimum of 3 years relevant experience. Proven management experience and the provision of executive administrative and logistical support. Knowledge of Financial/ budgeting management, and project management. Required Skills: Coordination, Organisational and planning, Communication skills (written and spoken) and Computer, Willingness to work after hours when needed and the ability to work under pressure will be an added advantage.

**DUTIES:** Provide administrative support the Office of the DDG. Consolidate budget inputs, Monitor the Branch budget to detect over/under expenditure, Report instances of deficit/excess expenditure during Estimate of National Expenditure, Ensure shifting of funds and journal entries to correct over/under expenditure, Detailed verification and interrogation of all supply chain management transactions before forwarded to the Deputy Director-General, Manage assets of the Branch in terms of Supply Chain Management Plan of the branch, Coordinate and collate inputs for the Demand Management Plan of the branch, Coordinate the development of asset register, Processing of invoices for payment, Coordinate together with the HR Unit the implementation of Human Resource support initiatives including recruitment and Performance Management Development System, Consolidate and coordinate branch quarterly performance reports, Analyse evidence for performance reporting, package and load them on EDMS, Manage the branch Audit Queries and ensure that they are dealt with within specified period, Provide support on special projects, Ensure proper filing of all electronics as well as hard copy documents of the



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branch, Arrange and provide secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions), Monitor EDMS workflows of the branch.

**ENQUIRIES:**

Mr T Koena, Tel. (012) 444 6154



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