

# 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:** **26 July 2019 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 (stamp must not be older than 3 months), 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 their suitability for employment..
- POST:** **HR ASSISTANT. FOUR (4) MONTHS CONTRACT (REF NO: NDT 06/2019)**
- SALARY:** R145 281 per annum plus a monthly allowance of 37% in lieu of service benefits
- CENTRE:** Pretoria
- REQUIREMENTS:** Grade 12 certificate plus appropriate experience preferably in a Human Resource environment. An understanding of the Public Service systems and procedures will also serve as an added advantage. Good interpersonal, communication, analytical and organising skills; Good computer literacy with knowledge of MS Excel, Ms Power-point, MS Word and Internet; Ability to work under pressure. Willingness to work after hours.
- DUTIES:** Responsible for rendering effective human resource support service in the Department and perform the following key functions: Receive, capture; screen and distribute applications; faxing, photocopying and scanning of documents; Database management, update and maintaining of filing systems; Make logistical arrangements; perform other office administration related functions.
- ENQUIRIES:** Ms M Sibiya Tel: 012-444 6174/ Ms P Khoza Tel: 012 444 6190



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