

# 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](mailto: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:** **PARLIAMENTARY AND CABINET SUPPORT OFFICER: OFFICE OF THE MINISTER (DT05/2021)**
- 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. Knowledge of Minister's operations. 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. Communication skills (verbal and written).
- DUTIES:** The successful candidate will be responsible for monitoring events in Parliament to identify matters that have a bearing on the portfolio of the Minister including perusing documents like Hansard speeches, minutes of portfolio and standing committees and monitoring meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; monitoring events in Cabinet and clusters to identify matters that have a bearing on the portfolio of the Minister; rendering an efficient and effective parliamentary service by facilitating timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament and ensuring departmental representation in parliamentary events, ensuring that draft bills emanating from the portfolio of the Minister are gazetted and tabled, providing advice and support in terms of policy and procedure to the department in respect of key parliamentary events like the tabling of plans, reports and the budget vote of the Minister; co-ordinating and controlling movements between the Pretoria and Cape Town offices for Parliamentary sessions; ensure that relevant Public Service and departmental prescripts/policies and other documents are correctly applied in the provision of support to the Minister.
- ENQUIRIES:** Mr P Tshabane 012 444 6195 / Mr T Koena 012 444 6154