

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.

INTERNAL ADVERTISEMENT

Please note that this post is advertised internally, however external applications will also be accepted and considered.

- APPLICATIONS:** Applications can be submitted for the attention of **Mr E Masindi**, Department of Tourism, Private Bag X424, Pretoria 0001, or hand delivered to: The Tourism House, 17 Trevenna Street, Sunnyside, 0002
- CLOSING DATE:** **05 June 2019 at 16h30**
- 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 or permanent resident) 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. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Candidates may be subjected to a job related exercise.
- POST:** **PERSONAL ASSISTANT (NDT 04/2019)**
- SALARY:** R 257 508 per annum. Level 07 (Excluding service benefits /conditions apply)
- CENTRE:** Pretoria
- REQUIREMENTS:** A recognised Diploma or equivalent qualification. 3-5 years' working experience in rendering a support service to senior management. Good telephone etiquette; Sound organisational skills; High level of reliability; Good communication skills. Computer Literacy
- DUTIES:** The successful candidate will be responsible to manage the diary and efficiently run the office of the Deputy Director-General; Prepare and maintain year plan and calendar; Provide secretarial/receptionist support services to the senior manager; Perform advanced typing work; Render administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensure safekeeping of all documentation in the office of the manager in line with the relevant legislations and policies. Obtain inputs and collate reports e.g. Progress reports, monthly reports, management reports; Scrutinise routine submissions/reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Draft documents as and when required; Collect, analyse and collate information requested by the manager; Manage leave register for the unit; Operate and ensure that office equipment is in good working order, e.g. Fax machine and photocopier; Provide support to senior manager regarding meetings, workshops, events and accommodation; Record minutes/decisions and communicate to relevant role-players



and follow-up on progress made; Prepare briefing notes for the manager as required; Support the manager with the administration of the budget; Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending; Manage telephone accounts for the unit; Handle the procurement of standard items for the activities of the manager and the unit such as stationery, refreshments etc.; Obtain the necessary signature on documents like procurement advices and monthly salary reports.

ENQUIRIES: Ms B Morena, Tel. (012) 444 6114



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