

## 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.
- CLOSING DATE:** **26 April 2022 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:** **ADMINISTRATIVE ASSISTANT: DESTINATION DEVELOPMENT (DT05/2022)**
- SALARY:** R 211 713 per annum, excluding service benefits (Level 6)
- CENTRE:** Pretoria
- REQUIREMENTS:** Grade 12 certificate or equivalent other training course/qualifications. 0-1 year working experience. Good working knowledge of Microsoft Office Suite (MS Word, MS Powerpoint & basics of MS Excel); critical thinking/problem solving skills; ability to take initiative as/when required, strong verbal and written communication skills; comfortable with routinely shifting demands; high degree of attention to detail; data entry experience; Working knowledge of general office equipment.
- DUTIES:** The successful candidate will be responsible for diary management in the 3 Directorates; logistical arrangements and secretariat services to 3 Directorates' meetings; administering and safekeeping of goods delivered and received; handling visitors to the Department; travel arrangements; document registration and dissemination; filing & record keeping for the Directorates; assist in compiling and processing of staff claims; manage petty cash.
- EE REQUIREMENTS:** Preference will be given to Coloured Male, Asian Male and White Male Candidates.
- ENQUIRIES:** T Koena, (012) 444 6154