

ADVERTISEMENT

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 X 424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: 16 September by 16:30 (Late applications will not be considered)

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. 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 applicants 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 pre-employment screening and security vetting to determine the suitability of a person for employment.

POST: **ADMINISTRATIVE ASSISTANT: LEGAL SERVICES (DT 35/2022)**

SALARY: R211 713 per annum (level 6), excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A grade 12 or equivalent other training course/qualification. At least 3 years' relevant office management experience. Basic written communication skills, Records management skills. Sound organisational skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds, good telephone etiquette, computer literacy, high level of reliability, ability to act with tact and discretion.

DUTIES: The successful candidate will be responsible to provide administrative support service to the Chief Director and/or Manager/s; manage filing and records management in the Chief Directorate; register received instructions and manage the workflow; update and manage Chief Directorate Registers; assist with administrative functions in gazetting; receive telephone calls and refer them to correct role players; record appointments and events in the diary of the Chief Director; type documents for the Chief Director and other staff within the Chief Directorate; provide a clerical support service to the Chief Director; liaise with travel agencies to manage travel arrangements; arrange virtual and/or in person meetings for the Chief Director and events for the Chief Directorate; process travel and subsistence claims for the unit; processes all invoices that emanates from the activities of the work of the Chief Director and/or Manager/s; draft routine correspondence and reports;

administer leave register and telephone accounts; handle the procurement of standard items like stationery and refreshments; collect all relevant documents to enable the manager to prepare for meetings; study the relevant Public Service and Departmental prescripts/policies and other documents to ensure that the prescripts are understood properly.

EE REQUIREMENTS: Preference will be given to Coloured Male, Asian Male and White Male Candidates

ENQUIRIES: Ms M Boikanyo 012 444 6275