

# 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](http://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:** **ASSISTANT DIRECTOR: AUXILIARY SUPPORT (DT 33/2022)**

**SALARY:** R 382 245 per annum (Level 9), excluding service benefits

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised NQF 6 qualification in Public Administration, 3-5 years' experience in administering/managing auxiliary services. Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, Financial management skills, Problem solving and interpersonal skills, Good planning and organising skills, report writing skills and time management.

**DUTIES:** The successful candidate will be responsible for ensuring provision of cleaning and food services; developing and reviewing cleaning standards; managing the control of cleaning materials by conducting regular stock-take; ensuring implementation of cleaning standards; conducting spot checks to ensure cleaning standards; ensuring compliance to OHS; drafting and reviewing telephone policy; ensuring implementation of telephone policy; ensuring that switchboard is attended to at all times; reporting telephone misuse to management; verifying and submitting telephone accounts invoices for payments; preparing and drafting letters for non-compliance to policy; drafting telephone usage report and submit to management on monthly basis; ensuring that telephone expenditure is captured monthly; compiling

exception reports per branch and submit to management when necessary; managing the administration of service contracts and agreements; management of Service Level Agreements for the sub-directorate; ensuring compliance by service providers to SLA and inform management when discrepancies; liaising with various stakeholders on requests for deliveries of documents; ensuring delivery of documents; ensuring that post is collected and delivered daily to and the Post Office; inspecting all mail registers; ensuring quality of work.

**EE Requirements:** **Preference will be given to African Male, Coloured Male and White Male candidates.**

**ENQUIRIES** Mr L Molefe 012 444 6115