

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 X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: 22 September 2023 at 16:30 (E-mailed, faxed and 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. Shortlisted candidates may further be subject to a job-related test. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA

POST: ADMINISTRATIVE ASSISTANT (DT40/2023)

SALARY: R 241 485.00 per annum (Salary level 6)

CENTRE: Pretoria

REQUIREMENTS: Grade 12 certificate or equivalent other training course/qualifications. 1-2 years' experience in Administrative Environment. Good telephone etiquette. Sound organizational skills. Basic written communication skills. Ability to act with tact and discretion. Language skills and the ability to communicate well with people at different levels and from different backgrounds.

DUTIES: The successful candidate will be responsible for preparing and maintaining the year plan or Calendar for the Chief Directorate. Making logistical arrangements for directorate's meetings, events and workshops (organise venues, equipment, refreshments): process order forms/order numbers for workshops, catering, conferences and departmental entertainment. Administer safekeeping of goods delivered and received. Receiving clients from receptionist and direct to relevant boardroom, venue or office. Make bookings of flights, accommodation and car rental as per departmental policy and procedures. Prepare the processing of travelling documents. Binding of documents for management meetings. Provide administrative support. Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering documents and disseminate to the relevant officials.

Keep and maintain leave records, asset register, procurement of assets/equipment ect. Manage boardrooms (where relevant). Handle general phone line, mail delivery. Compile quarterly delegation report on all approval done by Directors. Manage printer contracts (Where relevant). Compilation of stakeholder contact list for Director. Process claims. Prepare S&T, cellphone claims and ADSL claims and submit for approval and forward to finance for payment. Follow-up with finance on payments. Manage petty cash according to policy and procedures. Process all invoices. Ensures proper record keeping of expenditure documents e.g invoices. Procurement of standard items like stationery, refreshments. Liaise with supply chain in relation to procurements of goods and services. Documents management. Receiving, recording and distributes all incoming and outgoing documents. Ensure safekeeping of information, documents, order forms, invoices. Tracking of hardcopy documents for the Manager. Record and circulate promptly, in a clear and confident manner, documents that are relevant to the manager. Proper follow up of outstanding tasks. Adhere to the record management policy and procedure manual. Complying with the record disposal system. Compile and update delegation register. File, store, retrieve and secure of files/documents in line with Departmental Central Filing system/requirement. Filing of all documents according to the departmental file plan and central filing system. Tracing files and documents from registry. Updating and maintaining records of all files, documents and provide original/copy to the registry. Adherence to the record management policy and procedure manual. Complying with the records disposal system. Update filing system regularly.

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

ENQUIRIES: Ms E Moswete, Tel. (012) 444 6519