

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:** **30 September 2022 at 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. Shortlisted candidates may further be subject to a job related test.
- POST:** **BRANCH COORDINATOR: TOURISM SECTOR SUPPORT SERVICES (DT38/2022)**
- SALARY:** R 744 255 per annum (All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE:** Pretoria
- REQUIREMENTS:** A recognised Bachelor's Degree/National Diploma (NQF6) plus a minimum of 3 years' relevant experience in rendering administrative and executive support services, preferably in a similar environment. Sound knowledge of strategic planning, programme management, project management, budget and expenditure management, service delivery innovation. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communication (written and verbal), Human Resources and asset Management skills. Exposure to an electronic document management system will serve as an added advantage. Ability to work under constant pressure and to solve problems. A valid driver's licence will be an added advantage and incumbent should be willing to travel.
- DUTIES:** The successful candidate will be responsible for co-ordinating and quality assurance of all Branch information which including consolidating budget inputs; monitoring the branch budget to detect over/under expenditure; reporting instances of deficit/excess expenditure during estimate of national expenditure; managing assets of the Branch in terms Supply Chain Management policies; provisioning of administration and human resources support; coordinating the process of compiling the Strategic Plan, Annual Performance Plan, Branch business plans and Service Delivery Improvement Plan; consolidating and coordinating branch quarterly performance reports; analysing evidence for performance reporting, package and load them on the Electric Document Management System (EDMS); managing the branch audit queries and ensuring that they are dealt with within specified period; providing support on special projects;

ensuring proper filing of all electronics as well as hard copy documents of the branch; arranging and providing secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions); ensuring the implementation of action plans; monitoring and quality control EDMS workflows of the branch; providing support to the Office of the DDG on the monitoring of the implementation of executive and top management meeting decisions; coordinating submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister's Quarterly Review, MIPTECH, Top Management, Lekgotla etc). managing communication to the branch by Ministry, DG's office and other branches and ensuring that responses are provided within specified times.

EE REQUIREMENT: Preference will be given to African Male, Coloured Male and White Male Candidates.

ENQUIRIES: Ms M Setwaba