

# 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:** **29 November 2019 (E mailed, faxed and 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 certified copies (Certified copies must not be older than 6 months) 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:** **BRANCH COORDINATOR: CORPORATE MANAGEMENT (DT 06/2019)**

**SALARY:** R 733 257 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. Skills and Competencies: Project Management, Planning and Organising, Financial and Budget Administration, Stakeholder Liaison, High Level Communications (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.

**DUTIES:** The successful candidate will be responsible for consolidating budget inputs; Monitoring the branch budget to detect over/under expenditure; Reporting instances of deficit/excess expenditure during estimate of national expenditure; Providing Supply Chain Management support; Managing assets of the Branch in terms Supply Chain Management policies; Provisioning of administration and Human Resources support; Coordinating together with the HR Unit the implementation of Human Resource support initiatives; 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 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



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copy documents of the branch; Rendering of general secretariat and logistical support services; 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 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 channelled to the branch by Ministry, DG's office and other branches and ensuring that responses are provided within specified times.

**ENQUIRIES:**

Adv AM Mafanele 012 444 6135

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