

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 for the attention of Chief Director: HR Management and Development to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

CLOSING DATE: 18 October 2019, 16:30 (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 3 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: **DATA TECHNOLOGIST (DT 18/2019)**

SALARY: R316 791 per annum, excluding benefits

CENTRE: Pretoria

REQUIREMENTS: 3-year National Diploma/Degree (NQF6) in Information Technology. 2-3 years' relevant working experience in a project management environment. A valid driver's licence will be an added advantage.

DUTIES: The successful candidate will be responsible for: System Development, Maintenance, Help Desk Management. Log calls on Help Desk Management System. Assist users register on the Web-Based system; Reset user passwords; Link users to their respective projects on the Web-Based system; Providing access rights to new users; Refer back reports; Setting up printers for users; Allocate and assign business plans, progress payment reports, and administration reports; Perform database replication process and system backups; Update project classification; Create projects on the system; Upload audit reports on the system; upload completion reports on the system; Prepare activity reports on helpdesk enquiries for statistical purposes; Generate reports for all hardware and software enquiries for statistical purposes; Generate progress reports for stakeholders; Develop and document system specifications and processes; Process mapping; User training.

ENQUIRIES: Mr R. Tsotetsi, Tel. (012) 444 6505



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Department:
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REPUBLIC OF SOUTH AFRICA

