

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:** 23 September 2022 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.
- POST:** **HR ADMINISTRATION CLERK (FIVE (5) CONTRACT WORKERS) REF NO: DT 40/2022**
THREE (3) MONTHS FIXED TERM CONTRACT
- SALARY:** R 124 434 per annum plus a monthly allowance of 37% in lieu of service benefits (Level 3)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised NQF 6 qualification in Public Administration, Human Resources or similar qualification. One (1) year relevant working experience. Computer Literacy.
- DUTIES:** The successful candidates will be responsible for the following key functions: Sorting and categorizing of applications; Capturing data on a database; Drawing reports; Logistical preparations prior to shortlisting and interviews; Provide general administrative support.
- ENQUIRIES:** Ms M Sibiyi 012 444 6174



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Department:
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REPUBLIC OF SOUTH AFRICA

