

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:** 14 October 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:** **IT ADMINISTRATION SUPPORT (CONTRACT WORKER) REF NO: DT 28/2022**
TWELVE (12) MONTHS FIXED TERM CONTRACT
- SALARY:** R 211 713 per annum plus a monthly allowance of 37% in lieu of service benefits (Level 6)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised NQF 6 qualification in Information Technology or Supply Chain Management. One (1) year relevant working experience. Knowledge and understanding of the ICT environment. Exposure to Government procurement environment. Knowledge of Microsoft office applications (Word, PowerPoint and Excel). Knowledge of Electronic Document Management System. Interpersonal skills. Teamwork. Communication skills (written and verbal).
- DUTIES:** The successful candidates will be responsible for the following key functions: procuring of all information communication technology (ICT) equipment and software in the department; preparing SBD1 with specifications for IT procurement; preparing request for quotation to suppliers; verifying supplier's procurement supporting documents; uploading supporting documents on EDMS; checking the compliance of quotations with specifications; verifying redundant equipment and obtaining signing off from the Director: GITM; filing documents; liaising with users on the status and providing feedback on the ITP's; liaising with suppliers on the procurement of IT equipment; developing monthly procurement reports; and assisting in the monitoring and maintenance of the anti-virus solution.
- ENQUIRIES:** Ms J Louw (012) 444 6216