

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: **26 May 2023 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.

POST: **PERSONAL ASSISTANT: INTERNATIONAL RELATIONS AND COOPERATION (DT17/2023)**

SALARY: R 294 321 per annum (salary level 7), excluding service benefits

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised three-year qualification (NQF6) in Secretariat or equivalent qualification. 3-5 years' working experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/procedures, Knowledge of financial administration. Project management skills. Computer literacy. Communication skills. Good telephone etiquette. Organisational skills. High level of reliability. Good grooming and presentation. Self-management and motivation

DUTIES: The successful candidate will be responsible for preparing and maintaining the year plan and calendar; managing reminders and informing manager about appointments; ensuring that the diary is clear from clashes and rescheduling appointments to prioritise meetings; coordinating with and advising the manager regarding engagements; receiving telephone calls for the senior manager; performing advanced typing work; clarifying instructions and notes on behalf of the manager; utilizing discretion to decide whether to accept/decline or refer to other employees' requests for meeting based on the assessed importance and urgency of the matter; ensuring the effective flow of information and documents to and from the office of the manager; ensuring safekeeping of all documentation in line with relevant legislation and policies; scrutinizing routine submissions / reports and making notes and /or recommendations for the manager; drafting documents and filing of documents for the manager and unit; collecting, analysing and collating information requested by manager; managing the leave register for the unit; compiling the stakeholder contact list for manager; scrutinizing documents to determine actions / other documents required for meetings; recording minutes and communicating with the relevant role players; coordinating logistical arrangements for meetings; making bookings of flights, accommodation and car rental; collecting and coordinating all the documents that relate to the manager's budget; keeping records of expenditure commitments and monitor expenditure; checking and correlating BAS reports to ensure that expenditure is allocated correctly; managing of telephone accounts for the unit; handling the procurement of standard items for the activities of the manager and the unit; comparing the MTEF allocation with the requested budget and inform the manager of changes.

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

ENQUIRIES: Ms N Moolla Tel: 012 444 6528