

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: **03 April 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: **RECEPTIONIST (DT 07/2023)**

SALARY: R181 599 per annum (salary level 05)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised NQF 4/ Grade 12 qualification. Minimum of 2 years' working experience in reception and customer service. Knowledge of security policies and prescripts. Computer literacy and must be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication, interpersonal relations and conflict management skills. Ability to promote Batho Pele principles. Ability to work individually and in a team.

DUTIES: The successful candidate will be responsible for greeting, identifying and directing visitors and arrange for escort; verifying identification of incoming visitors; issuing visitors cards; maintaining visitor logs and related documents; recording incoming and outgoing mail; compiling visitor statistics; ensuring that all security equipment at reception is operational and report defects to maintenance unit/ Chief Security Officer; directing visitors to relevant information desk; referring visitors to relevant officials for assistance; screening visitors prior to referral.

EE REQUIREMENTS: **Preference will be given to Coloured Male, Asian Male and White Male Candidates**

ENQUIRIES: **Mr R Benadie, Tel: 012 444 6144**