

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 Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 15 December 2017
- NOTE** : In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an 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). 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. All non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment. Note: short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. E mailed, faxed and late applications will not be considered.

OTHER POST

- POST 48/38** : **BRANCH COORDINATOR: TOURISM SECTOR SUPPORT SERVICES (NDT 20/2017)**
12 months Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (all inclusive package)
Pretoria
- DUTIES** : A 3 year Bachelor's Degree/ National Diploma or equivalent qualification (NQF 6). 3-5 years` working experience at middle management level. Computer Literacy (MS Office packages) and Basic Project Management.
- The successful candidate will be responsible to coordinate the administration functions and provide executive support to the office of the Deputy Director General, consolidate budget inputs, monitor the branch budget to detect over/under expenditure, report instances of deficit/excess expenditure during estimate of national expenditure (ENE), medium term expenditure (MTEF), and adjustment estimates (AE), ensure shifting of funds and journal entries to correct over/under expenditure, coordinate the provision of financial projections, detailed verification and interrogation of all supply chain management transactions before forwarded to the DDG, manage assets of the branch in terms of availability and movements, coordinate and collate inputs for the demand management plan of the branch, coordinate the development of assets register, coordinate together with the HR unit the implementation of HR support initiatives, consolidate and coordinate branch quarterly performance reports, coordinate inputs on the implementation and progress of risk mitigation plans, provide support on special projects, arrange and provide secretariat support for management and other meetings in the branch (Branch Management, Quarterly Review and Planning Sessions), monitor EDMS workflows of the branch, ensure regular report back to DDG on progress or delay of projects and or flow of documents, coordinate submission of documents for departmental management meetings (Manco, EMC, MINMEC, Minister's Quarterly Review, MIPTECH, Top Management, Lekgotla etc).
- ENQUIRIES NOTE** : Mr T Koena, Tel. (012) 444 6154
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