

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – 3rd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 02 March 2018. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver's license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 07/34** : **TRAVEL COORDINATOR. REF NO: SCM 01/18**
- SALARY** : R226 611 per annum (Excluding benefits).
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification in Travel and or Tourism/Hospitality Management (National Diploma/Bachelor's Degree). Minimum of 2 years working experience Travel Management. Computer literacy (MS Office packages) and working knowledge of travel booking systems. Valid driver's license will be an added advantage.
- DUTIES** : The incumbent will be expected to advise on and provide inputs into the review of travel policies and procedures. Present workshops and prepare information circulars to raise awareness on travel policy and procedures. Monitor travel policy and procedures. Coordinate travel services in DSBD. Reconcile traveling bookings made against traveling bookings utilised and recover expenses from the budget of the units responsible. Confirm availability of budget from the unit's requesting bookings. Maintain travel management records. Track and follow-up on payments. Communicate with customers and service providers. Prepare monthly reports on travel.
- ENQUIRIES** : Ms M Rasebopye 012 394 3513
- NOTE** : EE Requirements: Preference will be given to Colored Females / Colored Males/ White Males/White Females and People with a disability.