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 : 01 November 2019 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies (Certified copies must not be older than 3 months) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate 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. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

OTHER POSTS

POST 37/90 : ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: DT 22/2019)

SALARY : R376 596 per annum (Level 09) excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised Bachelor’s Degree or National Diploma (NQF 6) in Communication or an equivalent qualification 3-5 years’ work experience in an internal communications environment. Ability to work long hours. Ability to travel and work outside the office. Ability to gather and analyse information. Ability to work with diverse personalities and to resolve conflict. Knowledge of Government’s Corporate Identity and Events Management. Knowledge of Government processes and relevant Legislations. Excellent interpersonal and presentation skills. Computer literacy and use of standard software packages as well as certain desktop publishing. Ability to work under pressure. Candidate must be willing to work irregular hours.

DUTIES : The successful candidate will be responsible for the coordination, generation and distribution of departmental publications and other ad-hoc projects; Coordinate, generate and edit content for publications; Implement a distribution plan; Monitor all internal communication platforms; Develop and update content for intranet; Develop content and source photographs for internal platforms; Manage usage of internal communication channels; Manage and maintain the image library for the department; Provide photographic services for the departmental events/projects; Provide inputs for project events/exhibition plans, exit reports and checklists; Draft progress reports on supported projects; Facilitate inputs in to the Chief Directorate monthly focus; Provide inputs for weekly/monthly/quarterly sub-directorate reports.

ENQUIRIES : Mr J Mokou Tel No: (012) 444 6618
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. They will also undergo a practical exercise on the day of the interviews.

POST 37/91 : STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTANCE REF NO: DT 24/2019

SALARY : R316 791 per annum (Level 08) excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Degree/National Diploma (NQF6) in Accounting, Economics or Financial Management. A minimum of 3 years work experience in the appropriate field Exposure in the fields of creditors payments, travel and accommodation Knowledge of Treasury Regulations, Public Financial Management Act and Finance/Financial Management Computer literacy (Excel), Numeracy, Accuracy, Planning and Organizing and Communication (written and verbal) Knowledge of BAS, LOGIS Integration and PERSAL systems.
DUTIES : Verify payments for travel and accommodation for correctness; Identify discrepancies on invoices and resolve and report them; Reconcile and review payments to supplier’s statements; Monitor and review the capturing of all travel invoices; Deal with matters relating to fruitless and wasteful expenditure; Provide consolidated and reconciled weekly and monthly reports; Provide advice and support on policies, procedures and service level agreements; Ensuring that invoices are paid within 30 days; Compile and update database on invoices exceeding 30 days; Assist with National Treasury Note 34; Supervising and training of subordinates; Capture/authorise BAS, LOGIS and PERSAL payments when required.

ENQUIRIES : Mrs A Griesel: Tel No: (012) 444-6244
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

POST 37/92 : CLEANER REF NO: DT 23/2019 (X2 POSTS)

SALARY : R102 534 per annum (Level 02) excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : An ABET level 4/ Grade 10 or Grade 12 with one-year relevant cleaning experience. Must be a team player, have ability to work independently in a team, Client orientated, must have a sense of responsibility, loyalty and ability to work under pressure.
DUTIES : The successful candidate will be responsible to clean offices, corridors, elevators and boardrooms by dusting and polishing office furniture, sweeping, scrubbing and waxing floors, vacuuming and shampooing floors, cleaning walls, glass, inside windows and doors, emptying and cleaning dirt bins, collecting and removal of waste paper, freshen the office areas; Cleaning of basins, wash utensils; clean water bottles; Refill water bottles; Refill hand wash liquid soap, replace toilet papers, handtowels and refreshers, empty and wash waste bins, sweep, scrub and wax floors, clean mirrors and wall tiles; Report broken cleaning machines and equipment, clean machines (microwaves, vacuum cleaners etc.) and equipment after use, and request cleaning material.

ENQUIRIES : Ms M Modisakeng Tel No: (012) 444 6083
NOTE : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.