

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** : 20 December 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 6 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. Short-listed 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 POST

- POST 44/49** : **RECEPTIONIST REF NO: DT 10/2019**
Re- advert applicants who previously applied for the post are requested to re-apply
- SALARY** : R173 703 per annum (Level 05) excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate or an equivalent qualification. Computer literacy. Be able to work under pressure within the environment of the reception. Sound organising and planning skills. Good communication skills. Ability to operate a computer. Ability to promote Batho Pele principles. Ability to work individually and in a team. Good interpersonal relations.
- DUTIES** : The successful candidate will be responsible for greeting, identifying and directing visitors and arranging for escort; Verifying identification of incoming visitors; Issuing visitor cards; Maintaining visitor logs and related documents; Recording incoming and outgoing mail; Compiling visitor statistics; Ensuring that all security equipment at the reception is operational and reporting defects to the maintenance unit/ Security Officer; Directing visitors to relevant information desk; Referring visitors to relevant officials for assistance; Screening visitors prior to referral.
- ENQUIRIES** : Mr R Benadie Tel No: (012) 444-6144