

**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 or by email to recruitment@tourism.gov.za
- CLOSING DATE** : 06 September 2024 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. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as well as an integrity assessment. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA. Applicants are to clearly indicate for which centre they are applying for where applicable. The department currently has IT system challenges, please consider applying through physical delivery and posting as an addition to email application.

**OTHER POSTS**

- POST 30/117** : **PARLIAMENTARY AND CABINET SUPPORT OFFICER: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT13/2024**  
12 Months Fixed Term Contract
- SALARY** : R849 702 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE REQUIREMENTS** : Cape Town  
A SAQA recognised three-year qualification (NQF 7). 3-5 years' working experience at managerial level. Knowledge of Minister's operations; Proven management competencies; Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Working knowledge of the political and parliamentary processes in South Africa; Computer literacy; Communication skills (verbal and written).
- DUTIES** : The successful candidate will be responsible for the following performance areas: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the Minister and brief departments on decisions taken; Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister; Track, monitor and evaluate cabinet and committee decisions, Liaise with structures, by attending meetings, like cluster and cabinet committees; Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events; Compile cabinet memoranda, submissions, briefing notes and other documents as required; Keep record of decisions of Cabinet/executive council and alert the executive authority of actions to be taken and due dates Ensure

that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification; Gazette and table draft bills emanating from the portfolio of the Minister; Provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the Minister; Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions; Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154

**POST 30/118** : **ADMIN SUPPORT AND COORDINATION: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT14/2024**  
12 Months Fixed Term Contract

**SALARY** : R849 702 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised three-year qualification (NQF 7). 3-5 years' working experience at managerial level; Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Proven management competencies; Proven management competencies; Computer literacy.

**DUTIES** : The successful candidate will be responsible for the following performance areas: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; Compile correspondence as required; Compile correspondence and submissions as required; Manage the procurement and maintenance of equipment in the office of the executive authority; Manage logistical support in the office of the executive authority; Develop, implement and maintain a filing system for the office of the executive authority; Manage the registry of the office of the executive authority; Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification; Liaise with senior managers in the institutions within the executive authority's portfolio; Co-ordinate the activities of the executive authority's office.

**ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154

**POST 30/119** : **REGISTRY CLERK: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT15/2024 (X2 POSTS)**

**SALARY** : R216 417 per annum (Level 05), excluding service benefits

**CENTRE** : (1) Pretoria and (1) Pretoria

**REQUIREMENTS** : A Grade 12 certificate or equivalent qualifications coupled with 1-2 years' relevant working experience. Knowledge of record management, record keeping and archive procedures. Basic computer skills. Knowledge of the National Archives Act and the MIS prescripts and procedures.

**DUTIES** : The successful candidate will be responsible for ensuring the smooth, efficient and effective flow of documents between the office of the executive authority, the department and other structures like cluster committees, external role players etc; receiving and distributing post and documents; recording documents in the required databases/ registers; filing all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts; rendering assistance with logistical arrangements; assisting with the distribution of Cabinet/Executive Council memoranda; assisting with documents reproduction and facsimile services; controlling stock and stationary as a Chief User Clerk for the Executive Authority's office; studying the relevant Public Service and departmental prescripts/policies and other documents and ensuring that the application thereof is understood properly; remaining up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work; remaining abreast with the procedures and process applicable to the office of the Executive Authority.

**ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154

**POST 30/120** : **DRIVER/MESSENGER: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT16/2024 (X2 POSTS)**

**SALARY CENTRE** : R183 279 per annum (Level 04), excluding service benefits  
: Cape Town (X1 Post)  
: Pretoria (X1 Post)

**DUTIES** : The successful candidate will be responsible for collecting, distributing and delivering of documents and parcels for the office executive authority; transporting employees, guests and special advisors in the office of the executive authority; rendering a general support function in the office of the executive authority; assisting the office with logistical arrangements; assisting with document reproduction and facsimile services; record keeping of the utilisation of the allocated motor vehicle e.g log sheets and petrol receipts; maintaining knowledge on the policies and procedures that applies in the work environment.

**ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154

**POST 30/121** : **FOOD SERVICE AID: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER REF NO: DT17/2024 (X2 POSTS)**  
12 Months Fixed Term Contract

**SALARY CENTRE** : R131 265 per annum (Level 02), excluding service benefits  
: Cape Town (X1 Post)  
: Pretoria (X1 Post)

**DUTIES** : The successful candidate will be responsible for cleaning kitchen utensils and equipment; Providing catering support services; Keeping stock of kitchen utensils and equipment; Applying hygiene and safety measures; Maintaining quality control measures of all food provided; Removing of garbage disposal; Preparing food, snack and beverages; Setting-up conveying crockery, cutlery and equipment to dining areas; Serving food and beverages; Taking responsibility for food supplies and reporting waste and losses.

**ENQUIRIES** : Mr T Koena Tel No: (012) 444 6154