

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 : 31 January 2025 (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. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

OTHER POST

POST 02/105 : **ASSISTANT DIRECTOR: TRANSPORT SERVICES REF NO: DT 01/2025**
Please note that this is a re-Advertisement, Candidates who previously applied must re-apply.

SALARY CENTRE : R444 036 per annum (Level 09), excluding service benefits
: Pretoria

REQUIREMENTS : An appropriate recognized B Degree/ National Diploma (NQF6) in Transport Management or an equivalent qualification. Three to five years' working experience at supervisory level in transport management in the Public Sector Knowledge of Treasury Regulations. Knowledge of National Road and Traffic Management prescripts. Knowledge of financial and transport management prescripts and circulars. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. A valid driver's license.

DUTIES : The successful candidate will be responsible for conducting weekly inspections on all vehicles; receiving all transport requests and allocating the requests to Transport Officers; receiving shuttle/delivery requests and allocating these to the drivers; developing driver trip schedules weekly; compiling fleet analysis reports' compiling transport related reports; monitoring the fleet management system and compiling exception reports; making follow-ups for after hour authorisations; ensuring maintenance and repairing of vehicles; receiving transport related invoices from service providers; verifying transport fuel and oil invoices; compiling BAS payment advices and submit to manager for verification; reporting all non-compliance to management; attending to all queries related to invoices; ensuring that all payments are paid within 30 days; ensuring that fleet management system payments are processed on time; receiving and scrutinising requests for subsidised vehicles; receiving and verifying claims; compiling usage reports; drafting reports for 70/30 split to management; preparing letters for 70/30 split usage to line managers; ensuring that all service contracts and agreements are adhered to; liaising with service providers with regard to service levels; supervising human resources in the unit.

ENQUIRIES : Ms O Sekgweleo Tel No: (012) 444 6773

NOTE : EE Requirements: Coloured males, White males, Indian males, People with Disabilities and youth are encouraged to apply.