

<b><u>APPLICATIONS</u></b>	:	Email applications <a href="mailto:Recruitment22@tourism.gov.za">Recruitment22@tourism.gov.za</a>
<b><u>NOTE</u></b>	:	EE requirement Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.
<b><u>POST 36/120</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT REF NO: DT 23/2025 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 certificate and minimum of 1-year relevant working experience. Good telephone etiquette. Computer literacy. Good language skills and ability to communicate well with people at different levels and from different backgrounds. Sound organisational and time management skills. High level of reliability. Ability to act with tact and discretion. Knowledge of Public Service prescripts and policies.
<b><u>DUTIES</u></b>	:	The successful candidate will provide administrative and secretarial support to the Managers, including receiving telephone calls and referring calls to the correct role players; typing documents for the managers and other staff within the unit; operating office equipment e.g. multifunctional printer/scanner/photocopiers; liaising with travel agencies to make travel arrangements; checking accuracy of documents; arranging meetings and events for the managers; identifying venues, inviting role players and organising refreshments for meetings and events; processing travel and subsistence claims for managers; processing invoices; recording minutes during meetings; drafting correspondence and reports as and when required; filing documents; administering leave registers and telephone accounts; receiving, recording and distributing all incoming and outgoing documents; handling the procurement of standard items e.g. stationery and refreshments.
<b><u>ENQUIRIES</u></b>	:	Mr T Koena Tel No: (012) 444 6154
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