



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES

ASSISTANT MANAGER: TRAVEL CO-ORDINATOR

Remuneration Package R376,596.00 per annum (Excl. benefits.)

Reference: (Ref. S012/2021)

Pretoria

The incumbent will be required to: To engage travel providers on air, road travel and lodgings costs with the aim to achieve corporate discounted agreements with selected carriers, lodgings and road travel agencies.

Qualifications and experience requirements: A Diploma/ Degree in Travel and Tourism or related qualification • 3-6 years' knowledge and experience of logistics, travel, transportation and hotel booking • Knowledge of relevant Public Service framework on travel coordination • Knowledge of policy analysis and research • Knowledge of analysis practice notes on Government travel directives and related.

Some key outputs include: Coordinate travel arrangements, and verify payments: Communicate with service providers on service offerings and confirm bookings • Liaise with travel bookers to facilitate arranged travelling • Monitor travel needs of the divisions for compliance and alignment with travel budget • Advice stakeholders on all travel-related issues impacting on their budgets • Verify all payments made against set government rates as per contracts terms and conditions • Negotiate discount rates with service providers • Confirm BBBEE compliance of service providers prior to engagements **Monitor deviation pertaining to flights, accommodation, car hire, venue hire and conferencing:** Report any losses suffered by the organization due to cancellations and negligence • Provide spend analysis in terms of categories e.g. venue hire

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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and conferencing, etc. • Provide feedback to management on savings, exceptions, company travel and deviations
Comply to travel policy and procedures: Align the travel policy and monitor adherence pertaining to the application on specified types of cars allowed for hire • Verify the validity of trip authorization form prior to trips being undertaken or amendments to travel plans • Monitor the application and distribution of road travel credit cards to the service providers
Monitor performance of suppliers: Investigate possible corporate discount agreement opportunities with well-known carriers • Provide input on supplier performance per contact and business offerings on travel agencies • Develop and implement a balance score card on the assessment and review of service providers pertaining to travel.

Applications may be sent via e-mail to Recruit.CS@treasury.gov.za

Closing date: 12 March 2021 at 12:00 pm

Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page <http://www.treasury.gov.za/careers/default.aspx> or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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