

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 24/08** : **SENIOR SECRETARY GRADE II (REF NDOH 124/2009)**
Cluster: Hospitals and Health Facilities Management: Directorate: Hospital Management
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post. This is a re-advertisement, candidates who previously applied for the post with reference number B1 of 2009 and closing date 2 February 2009, must re-apply if they are still interested).
- SALARY CENTRE REQUIREMENTS** : R76 194 per annum (plus competitive benefits).
: Pretoria
: A Senior Certificate (Grade 12) or equivalent qualification. A secretarial diploma or equivalent would be an added advantage. A minimum of two-years experience in office administration and secretarial duties (including subsistence and travel claims, procurement, arranging of meetings, etc), particularly in a highly pressurized environment. High level of computer literacy in MS Word, Excel and PowerPoint. Excellent communication skills (written and verbal), strong initiative and good at multitasking. Telephone etiquette, attention to detail, confidence and organization skills.
- DUTIES** : *The incumbent will amongst others render the following duties but not limited to:
*Manage the administrative functions within the Directorate for Hospital Management *Provide logistical support such as the travel and accommodation arrangements *Plan, organise, coordinate and manage the documentation flow in the Director's office *Type letters and correspondence as requested by the Director from time to time *Manage the diary of the Director and render day-to-day administrative support *Liaise with the Managers at provincial and hospital level and other stakeholders *Assist in the arrangements of meetings, workshops and conferences *Attend to subsistence and travel claims for the Director *Maintain and update filing system and distribute documents as requested.
- ENQUIRIES** : Dr T Lekalakala tel (012) 312 0929/0930
CLOSING DATE : 13 July 2009
- POST 24/09** : **SENIOR ADMINISTRATION CLERK GRADE I (REF NDOH 125/2009)**
Cluster: Hospital and Health Facilities Management: Directorate: Revitalisation Projects
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the Public Service Act, 1994 will not be considered for the post).
- SALARY CENTRE** : R64 410 pm (plus competitive benefits)
: Pretoria

- REQUIREMENTS** : A Senior certificate (Grade 12) or equivalent NQF 4 Certificate. One year plus experience in office administration and procurement. Understanding of Public Finance Management Act (PFMA) and Public Procurement Policy Framework (PPPF). Knowledge of LOGIS. Computer literacy. Good communication skills (written and verbal). Planning and organisational skills and the ability to work under pressure. A valid Code B driver's licence.
- DUTIES** : *Handle all supply chain management related matters for the Unit *Make travelling arrangements *Process subsistence and travel claims for all Deputy Directors and Assistant Directors *Order stationery and office supplies/equipment *Capture requisitions on LOGIS *Assist in the Director's office in the absence of the secretary *Render administrative support to the unit *Compile submissions, letters and memorandums *Draft submissions for capital equipment *Monitor submission of monthly and quarterly reports from Provincial Health Departments, Revitalisation project Offices/Units.
- ENQUIRIES** : Ms N Motswasele at tel. (012) 312 0130.
- CLOSING DATE** : 13 July 2009