

NATIONAL 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** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION NOTE** : Ms N Sombinge
- : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. 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 and national certificates (where applicable) 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 personnel suitability checks 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 05/13** : **LOGISTICS OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NDOH 6/2017**
Chief Directorate: Supply Chain Management. Directorate: Supply Chain and Asset Management

- SALARY CENTRE REQUIREMENTS** : R211 194 per annum
: Pretoria
: A three-year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Accounting or Public Finance, At least 3 years experience within the office of Logistics unit of a government department, Knowledge and experience of LOGIS and BAS systems, Understanding of government's procurement processes as well as Acts and Regulations pertaining to the Supply Chain Management environment, Good supervisory, leadership, communication skills (written and verbal), problem solving and accuracy skills *Ability to work under constant pressure, A valid driver's licence.

- DUTIES** : Processing of payments, Verify and final authorize all LOGIS payments within prescribed regulations and policies, Reporting on payments, Monthly submission of accurate and complete schedule on payments made during preceding month, Verification of invoice quantities posted on Simultaneous Receipts and Issue Vouchers, Verify correctness of quantities captured on simultaneous receipts, Monitor bank details of service providers as per EBT exception report, Confirm validity of payments reflecting on the exception report, Supervise duties, Monitor staff adherence to leave policy, Verify the correctness of all payment practitioners work.

- ENQUIRIES CLOSING DATE** : Ms M Moraba Tel no: (012) 395-8998
: 13 February 2017 Closing Time: 12:00pm Mid-Day

- POST 05/14** : **GENERAL ASSISTANT REF NO: NDOH 7/2017**
Branch: Corporate Services. Directorate: Support Services
This is a re-advertisement of the post with reference number NDOH 126/2016 with closing date of 21 November 2017. Applicants who previously applied are encouraged to re-apply.

- SALARY CENTRE REQUIREMENTS** : R100 545 per annum (plus competitive benefits)
: Pretoria
: A Senior Certificate (Grade 12) or equivalent NQF 4 certificate, Basic experience in the operation of machines (e.g. vacuum cleaner etc.) plus one (1) year experience in cleaning, Knowledge of cleaning and preparation of tea or coffee, hygiene, Basic communication (verbal and written) and interpersonal skills.

DUTIES

: Daily cleaning of the floor, mop and detergent/stripers of vacuum cleaner, Provide tea, coffee or water, filling of aqua cooler bottles with water, Assist in mass production/photocopies, Ensure safeguarding of government property (equipment or cleaning material etc), Proper handling of equipment.

ENQUIRIES

: Mr P Moloi Tel no: (012) 395 8946

CLOSING DATE

: 20 February 2017 Closing Time: 12h00 MIDDAY