

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
 : All short-listed 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), 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 posts. 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 POST

POST 21/24 : **ADMINISTRATIVE CLERK (PRODUCTION) (HELPDESK FOR MOMCONNECT) REF NO: NDOH 49/2017**
 Contract Post Ending 31 March 2019

SALARY CENTRE REQUIREMENTS : R152 862 per annum (plus 37% in lieu of benefits).
 : Branch: HIV/AIDS, TB, Maternal and Child Health. Pretoria
 : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate, At least one (1) year experience in call centres or customer service, Knowledge and ability to apply the Batho Pele principles, Knowledge and understanding of policies, procedures and legislations governing the Public Service, Good communication (verbal and written), interpersonal, listening, customer care skills, Computer literacy (MS Office package).

DUTIES : Provide accurate response through the Casepro system to pregnant women, Receive incoming messages e.g queries, complaints, compliments through the Casepro system, Maintain Casepro system, Monitor the functionality of the system, Provide daily, weekly and monthly, Report on daily messaging received and resolved, Management of risk and audit queries, Respond to queries as is on the frequently asked questions and answers.

CLOSING DATE : 12 June 2017 Closing Time: 12h00 MIDDAY