

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- 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** : Ms M Shitiba
- CLOSING DATE** : 26 March 2018 (12:00pm Mid-Day)
- NOTE** : 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 (certified copies of certificates should not be older than three months). 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. Coloured applicants and people with disabilities are encouraged to apply.

OTHER POSTS

- POST 10/03** : **SENIOR LOGISTICS OFFICER: SYSTEM CONTROLLER (REF NO: NDOH 13/2018)**
Directorate: Supply Chain Management.
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (plus competitive benefits)
Pretoria
A three year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Logistics Management or Accounting. At least three (3) years experience as a LOGIS System Controller, preferable on salary level seven (7). Extensive knowledge of LOGIS (PASI and PASII) or (LOGIS Literacy, LOGIS Payments, LOGIS Orders, LOGIS Posting). Knowledge of Supply Chain Management, Public Finance Management Act, National Treasury Regulations and Preferential Procurement Policy Framework Act (PPPFA). Good communication (verbal and written), problem solving and computer skills (MS Office packages). Be able to work independently without continuous supervision as well able to work under pressure.
- DUTIES** : Ensure the integrity of all transactions on the LOGIS System. Ensure proper segregation of systems functions (e.g orders and payments). Create new Logis Users and file. Deactivate user identification. Provide internal training to LOGIS users and arrange external training when necessary. Conduct quarterly training and assess training outcomes. Printing of management reports. Generate accurate daily, weekly, monthly, quarterly and annual reports including the monthly balance score cards. Request monthly RACAF reports from Sita to manage Logis access, dormant and inactive users. Manage existing Item Control Numbers, modify and discontinue duplicates. Create new Item Control Numbers. Provide support to all LOGIS users and assist or guide with reset of passwords when requested.
- ENQUIRIES** : Ms M Moraba at tel number at Tel (012) 395-8998.

NOTE : Preference will be given to Coloured and Indian applicants as well as people with disabilities.

POST 10/04 : **LOGISTICS OFFICER: CELLULAR PHONES, DISCLOSURES AND INVOICE TRACKING (REF NO NDOH 12/2018)**
 Chief Directorate: Supply Chain and Asset Management.
 Directorate: Supply Chain Management

SALARY : R226 611 per annum (plus competitive benefits)
CENTRE : Pretoria.
REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Logistics/Supply Chain or Financial Accounting plus three (3) years' experience in the public sector's logistics management environment of which two (2) years as a Senior Logistics Clerk on level 6. Knowledge of Public Finance Management Act, Treasury Regulations, Government policies, LOGIS and BAS systems. Understanding of government's procurement processes as well as transversal contract RT15-2016. Good communication (written and verbal), problem solving, computer (MS Word, MS Excel and MS PowerPoint) and accuracy skills. Ability to work under constant pressure. A valid driver's licence.

DUTIES : Monitor opening of new cell phone and data contracts, upgrade contracts and close or delink accounts. Verify that appropriate devices are provided in terms of RT15-2016. Manage cellular and data spending. Reconcile monthly statement against invoices received from the supplier. Identify, investigate and solve balances from the statement. Monitor the flow of invoices submitted for payments. Verify correctness of documentation captured on ITS and approve/reject invoices. Compile quarterly inputs on commitments. Verify lease period from the start to end of contract. Supervisory functions.

ENQUIRIES : Ms M Moraba at tel number at Tel (012) 395-8998.

POST 10/05 : **SUPPLY CHAIN CLERK (PRODUCTION): PAYMENTS (REF NO: NDOH 14/2018)**
 Directorate: Supply Chain Management

SALARY : R152 862 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificates (Grade 12) or equivalent NQF 4 certificate with Accounting as a subject passed. At least one (1) year working experience on LOGIS. Knowledge of government procurement processes. Good communication (verbal and written) and computer skills (MS Office packages). Ability to work under pressure.

DUTIES : Printing invoices from Invoice Tracking System (ITS) and ensure that the invoices are captured on LOGIS. Capture payments on LOGIS. Verify bank details, correctness of invoices, order receipt voucher and attached documents. Keep proper filing records of all contract payments processed. Open files for new NDoH contracts and ensure that contract documents are available. Forward payments stubs to suppliers. Handle payment enquiries. Provide timely feedback to suppliers or NDoH official relating to the status of payments.

ENQUIRIES : Mr R Dilebo (012) 395 8985
NOTE : Preference will be given to Coloured and Indian applicants as well as people with disabilities.