

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** : 09 April 2018 Time: 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.

OTHER POST

- POST 12/20** : **PERSONAL ASSISTANT III (REF NO: NDOH 15/2018)**
Branch: Health Regulation and Compliance Management.
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (plus competitive benefits)
Pretoria.
A Senior Certificate or equivalent NQF 4 certificate plus a three year qualification in Office Administration or related fields. At least five (5) years' experience in rendering secretarial/personal assistant duties of which three years should have been rendering executive support service to senior management. Knowledge and experience in general office and provisioning administration. Basic knowledge of financial administration. Knowledge and application of relevant Public Service legislations/policies/prescripts and procedures. Good communication (verbal and written), telephone etiquette, organisation, planning, people, motivation, language, presentation and computer skills (MS Office packages).
- DUTIES** : Provide secretarial/receptionist support services to the Deputy Director-General. Ensure that office equipments are in good working condition. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Deputy Director-General. Provide support to the Deputy Director-General regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Record minutes/decisions and communicates to relevant role-players and follow-up on progress made. Provide support with regards to the administration of the budget in the office of the Deputy Director-General. Keep records of expenditure commitments, monitor expenditure and alert Deputy Director-General of possible over and under spending. Ensure application of relevant Public Service and Departmental prescripts/policies.
- ENQUIRIES** : Mr S Theka at Tel No (012) 395 8962.
- NOTE** : Please note that shortlisted candidates will be subjected to a practical computer test on the day of the interview.