

## 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** : 10 December 2018 @ 12:00 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 47/08** : **PERSONAL ASSISTANT I: ENVIRONMENTAL HEALTH REF NO: NDOH 58 /2018**  
Directorate: Port Health Central Region
- SALARY** : R196 407 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate or equivalent NQF 4 certificate plus a Secretarial Diploma/Certificate or relevant qualification. At least one (1) year experience in rendering secretarial or administrative support to senior management. Knowledge of departmental procedures with regard to finance and budgeting. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), planning, organising, telephone etiquette and computer skills (MS Office packages).
- DUTIES** : Provides secretarial/receptionist support services to the Director. Rendering administrative support services. Ensure the flow of information and documents to and from the office of the Director. Provides support to the Director regarding meetings. Obtain inputs and compile records. Records minutes/decisions and communicates to relevant role-players and follow-up on progress made. Supports the managers with the administration of the Director's budget. Collects and coordinates all the documents that relate to the Director's budget. Maintain filing system. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies.
- ENQUIRIES** : Ms Funeka Bongweni Tel No: (012) 395 9728