

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 X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 07 November 2022
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). 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 POSTS

- POST 40/65** : **PERSONAL ASSISTANT III: CFO REF NO: NDOH 104/2022**
- SALARY** : R321 543 per annum, (plus competitive benefits)
- CENTRE** : National Department of Health, Pretoria
- REQUIREMENTS** : National Diploma in Office Administration, Public Administration/Management, Business Administration/Management. Bachelor's Degree will be added advantage. At least five (5) years' experience in rendering a secretarial / administrative support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures primarily in the public service. Knowledge and experience in the executing of personal assistant or secretarial duties, general office and provisioning administration as well as Microsoft package (MS package). Good etiquette, organisational and people skills, reliability, planning skills and experience, language and communication (written and verbal), presentation as well as basic knowledge on financial administration skills. Ability to act with tact and discretion, research and analyse documents and situations. Willingness to work long and irregular hours. A valid driver's licence.
- DUTIES** : This office requires a vibrant person with an innovative mind and ability to take challenging decisions appropriate to the position. Duties include the provision of secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performing advanced document development and/or processing work. Rendering administrative support services. Ensure effective flow of information and documents to and from the office of the manager, safe keeping of all documentation in line with relevant legislation and policies. Provide support to manager regarding scheduling of internal and/or external meetings. Scrutinizing documents to determine actions / information / other documents required for meetings. Supporting the manager with the administration of the manager's budget. Collecting and coordinating all the documents that relate to the manager's budget. Assist manager in determining office funding

requirements for purposes of MTEF submission. Studying the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES

: Mr PP Mamogale Tel No: 012 395-9373

POST 40/66

: **PERSONAL ASSISTANT III: OFFICE OF THE DDG: HOSPITALS, TERTIARY HEALTH SERVICES AND HUMAN RESOURCE DEVELOPMENT REF NO: NDOH 105/2022**
Branch, DDG: Hospitals, Tertiary Health Services and Human Resource Development

SALARY CENTRE REQUIREMENTS

: R321 543 per annum, (plus competitive benefits)
: Pretoria
: National Diploma in Office Administration, Public Administration/Management, Business Administration/Management. Bachelor's Degree will be added advantage. At least five (5) years' experience in rendering a secretarial / administrative support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures primarily in the public service. Knowledge and experience in the executing of personal assistant or secretarial duties, general office and provisioning administration as well as Microsoft package (MS package). Good etiquette, organisational and people skills, reliability, planning skills and experience, language and communication (written and verbal), presentation as well as basic knowledge on financial administration skills. Ability to act with tact and discretion, research and analyse documents and situations. Willingness to work long and irregular hours. A valid driver's licence.

DUTIES

: This office requires a vibrant person with an innovative mind and ability to take challenging decisions appropriate to the position. Duties include the provision of secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Performing advanced document development and/or processing work. Rendering administrative support services. Ensure effective flow of information and documents to and from the office of the manager, safe keeping of all documentation in line with relevant legislation and policies. Provide support to manager regarding scheduling of internal and/or external meetings. Scrutinizing documents to determine actions / information / other documents required for meetings. Supporting the manager with the administration of the manager's budget. Collecting and coordinating all the documents that relate to the manager's budget. Assist manager in determining office funding requirements for purposes of MTEF submission. Studying the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager.

ENQUIRIES

: Dr P Mahlati Tel No: 0123959709