

## 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 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](mailto:recruitment@health.gov.za) quoting the relevant reference number on the subject e-mail
- FOR ATTENTION** : Ms TP Moepi
- CLOSING DATE** : 14 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 41/51** : **SUPPLY CHAIN CLERK SUPERVISOR: ORDER REF NO: NDOH 108/2022**  
Chief Directorate: Supply Chain Management
- SALARY** : R261 372 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate/Grade 12 with Accounting and Mathematics as subjects passed. A Bachelor's Degree / National Diploma (NQF 6) in Supply Chain Management or Purchasing Management will be an advantage. At least three (3) years' experience working in orders/payments at the level of Supply Chain Clerk responsible for the issuing of government orders. Knowledge of the Public Finance Management Act (PFMA), Treasury regulations, Government Policies, LOGIS system, as well as all procurement related regulations, acts, policies and delegations. Good communication (written and verbal), excel, problem solving, accuracy, attention to detail, leadership and supervisory skills. Ability to work under constant pressure, with the team and work irregular hours. A valid driver's licence.
- DUTIES** : Supervise and monitor that all request memorandums for issuing of departmental orders are properly checked by helpdesk and distributed timely. Log-on to ITS on daily basis to identify any delays with distribution of electronic request memorandums. Ensure that all orders are issued within 3 working days from receipt of the request memorandums where all documentation were found to be correct. Authorizing procurement advices (PAAP) and orders. Ensure that correct contract number are always used. Supervise human resource functions/staff. Ensure that all staff have job description and signs annual PMDS agreements timely.
- ENQUIRIES** : Ms M Moraba Tel No: 012 395-8998
- NOTE** : People with disability / Coloured / Indian are encouraged to apply.

**POST 41/52** : **SUPPLY CHAIN CLERK PAYMENTS REF NO: NDOH 107/2022 (X3 POSTS)**  
Directorate: SCM – Logistics Management

**SALARY** : R176 310 per annum, (plus competitive benefits)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate/Grade 12 with Accounting and Mathematics as subjects passed. At least one (1) year' experience in supply chain management environment will be an added advantage. Knowledge of government's procurement processes. Good communication (written and verbal) and computer (MS Package) skills. Ability to work independently and under pressure. A valid driver's licence.

**DUTIES** : Printing invoices from ITS and ensuring that the invoices are captured on LOGIS system. Respond to any notifications that Line Functionaries confirmed delivery of goods or services relating to payments allocated. Capture payments on Logis. Verify the correctness of invoices approved against approvals and orders as well as bank details. Keep proper filing records of all payments made against tenders. Open file for all new NDoH tenders and ensure that tender documents are available. Handle payment enquiries. Take and handle enquiries from suppliers and officials. Report any problems that can unnecessary delay the processing of payments to supervisor.

**ENQUIRIES** : Ms JP Jekwa Tel No: 012 395-9332  
**NOTE** : People with disability / Coloured / Indian are encouraged to apply.

**POST 41/53** : **SUPPLY CHAIN CLERK PRODUCTION REF NO: NDOH 106/2022**  
Directorate: SCM: Demand and Acquisition Management

**SALARY** : R176 310 per annum, (plus competitive benefits)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate/Grade 12 with Accounting and Mathematics as subjects passed. At least one (1) year' experience in supply chain management environment will be an added advantage. Knowledge of supply chain duties and practices. Understanding of the legislative framework governing the Public Service as well as knowledge of work procedures in terms of the working environment. Good communication (written and verbal), interpersonal, flexibility, teamwork, computer (MS Package), planning and organisation skills. Ability to work independently and with the team. A valid driver's licence.

**DUTIES** : Render demand clerical support. Collect and consolidate Demand Management and Procurement Plan. Conduct market and supplier research in the central Supplier Database. Render acquisition clerical support. Assist in the sourcing of quotations from central Supplier Database. Capture the successful details in the Logis. Render contract management support services. Compile and maintain a file for all approved contracts. Update the contract register and keep source documents.

**ENQUIRIES** : Mr I Mokgawa Tel No: 012 395-8929  
**NOTE** : People with disability / Coloured / Indian are encouraged to apply.