

ANNEXURE C

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	09 March 2026
<u>NOTE</u>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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.

MANAGEMENT ECHELON

<u>POST 06/08</u>	:	<u>CHIEF-DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING</u> <u>REF NO: NDOH 12/2026</u> Chief Directorate: Finance
<u>SALARY</u>	:	R1 494 900 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Grade 12 certificate and an NQF level 7 degree in Accounting / Auditing / Financial Management. At least five (5) years' experience at a senior management level (Director), within a financial management environment. Knowledge of PFMA and the broader government framework on financial management, experience of the budget policy framework and their due process, transactional and developmental finance. Knowledge of Treasury Regulations, Public Service Act, and Public Service Regulations as well as Procurement Policy Framework, Asset Management Prescript, Financial

	Accounting and Budgeting. Good strategic capability and leadership, financial, change, knowledge, programme and project management, service delivery innovation, problem solving and analysis, people management and empowerment, honesty and integrity, interpersonal and computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.
<u>DUTIES</u>	Manage financial and budget management services. Monitor the transversal system functions, ensure proper management of assets including the asset verification process, advise and guide management on department annual budget and financial issues to make informed decisions. Regulatory framework and reporting. Ensure that all reports, returns, notices and other information which are submitted to the Executing Authority, the National Treasury and the Auditor-General as required by the PFMA are timeous and accurate. Ensure compliance with the provisions of the PFMA Act, 1999 and the Treasury Regulations. Oversee the development of policies and procedures. Develop and review of risk models and the mitigation of risk by suitable policies/procedures, proper segregation of duties and development of appropriate internal control procedures. Engage all stakeholders on the implementation of internal control and risk management within the department. Provide strategic leadership to the chief directorate. Advise on strategic financial and corporate governance matters pertaining to allocated budgets. Implementation of strategic management skills and project management principles. Liaise with the relevant departmental, public entities and supplier stakeholders on transverse finance issues. Develop operational plans, manage and oversee human resources as well as the material resources allocated.
<u>ENQUIRIES</u>	Mr PP Mamogale Tel No: (012) 395 9378
<u>POST 06/09</u>	<u>DIRECTOR: INTERNAL AUDIT REF NO: NDOH 17/2026</u> Directorate: Internal Audit
<u>SALARY</u>	R1 266 714 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	Pretoria A Grade 12 and NQF 7 qualification in Accounting /Auditing as recognized by SAQA. At least five (5) years' experience in internal auditing at a middle/senior managerial level. Experience should include risk and integrity management, internal auditing/forensic or audit report writing. Knowledge of performance audits and operational audits, Internal audits standards. Knowledge of political, economic, social and environmental issues. Knowledge of financial management, budget process and provisioning. Knowledge on the Standards for the Professional Practice of Internal Auditing. Knowledge of risk management and other governance processes. Working knowledge of PFMA and Treasury Regulations, Public service policies, procedures and regulations. Knowledge of Standard for the Professional Practice in Internal Audit as issued by the Institute on Internal Auditors. Knowledge of risk based audit methodology. Good communication (verbal and written), strategic capability leadership, program and project management, problem solving and analysis, financial management, people management and empowerment, analytical thinking, decision making, planning and organizing, change management, knowledge management, service delivery innovation, client orientation and customer focus skills. Ability to work under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	Manage the internal audit function in accordance with the internal audit standards. Oversee and provide quality control for the Internal Audits Unit, to ensure that mandate and business goals are met and that professional standards are maintained at all times. Provide strategic support to the forensic audit strategy of the departments. Provide input into the development, planning, implementing and driving of the forensic audit strategy in response to the provincial strategy. Manage and oversee information technology audits. Development of the annual and three-year rolling internal audit plan. Identifying ICT-related risks through departmental engagements and risk registers. Manage and conduct performance audits. Perform performance audits to determine the department's ability to achieve its objectives and programme outputs in an efficient, effective and economic manner (Source in as well).

Oversee the management of risk and integrity. Develop emergency management plans, measures, and arrangements to ensure the continuous delivery of critical services/processes which permit the Department to recover its facility, data and assets. Manage financial and human resources. Monitor and evaluate the implementation of the activities based on the strategic objectives.

ENQUIRIES : Mr PP Mamogale Tel No: (012) 395 9378

OTHER POSTS

POST 06/10 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NDOH 6/2026**
Chief Directorate: Health System Digital Information

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines)

CENTRE REQUIREMENTS : Pretoria
A Grade 12 certificate and NQF 7 qualification in Human Resource Management. Valid PERSAL Controller certificate. At least three (3) years' experience at management level (Assistant Director/equivalent level) in Human Resources Management (HRM). Experience in condition of services and PERSAL system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of Public Service Act (PSA), Public Service Regulation (PSR), Employment Equity Act (EEA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) and in-depth knowledge of PERSAL and BAS. Good communication (verbal and written, analytical, planning and organization, problem solving, decision-making, and negotiation, strategic planning and leadership, presentation and facilitation, monitoring and evaluation, and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

DUTIES : Oversee and manage the administration of leave. Provide a prompt and high standard delivery in respect of leave gratuities, incapacity leave (PILIR), and all types of leave. Ensure and manage the auditing and capturing of leave. Oversee and manage the administration of allowances. Put control measures in terms of management of overtime, acting allowance, stand-by allowances. Record and process documents regarding injury on duty. Oversee and manage appointments and termination of service. Ensure that all appointments, transfer, probation period, promotions, retention of service are captured and approved on PERSAL. Manage and implement appointments of employees, OSD, Acting, transfer and PMDS. Monitor Human Resources information system. Overseeing HR databases (e.g. PERSAL), ensuring data quality, managing personal records, and coordinating system upgrades and maintenance. Manage and monitor PERSAL activities in the department, including personnel and salary controllers, activities on PERSAL system. Register and maintain user profiles for all users and allocate functions in line with individual scope of work as per the job description. Monitor the suspense and transaction files as well as follows up all questionable transactions. Manage risk, audit and resources. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof.

ENQUIRIES : Ms E Shibambo Tel No: (012) 395-8154

POST 06/11 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 18/2026**
Directorate: Employment Relations and Workplace Support

SALARY : R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package], salary package will be structured according to Middle Management Service guidelines)

CENTRE REQUIREMENTS : Pretoria
A Grade 12 Certificate and NQF 7 qualification in Labour Relations or Law as recognized by SAQA. At least three (3) years' experience at the Assistant Director level in labour relations and disciplinary hearings, conciliations and arbitration. Knowledge and understanding of labour legislation (Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act,

	Skills Development Act). Knowledge and understanding of the Public Service Act, Regulations and collective agreement. Knowledge and understanding of policy formulation, interpretation, dispute resolution and conflict management as well as departmental policy and guidelines. Good communication (verbal and written), problem solving and decision making, planning, organising, presentation, people management, facilitation and analytical thinking, research, interviewing, negotiation and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	Manage and coordinate grievances within the department. Receive and record complaints and grievances submitted to the directorate. Manage disciplinary process in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with Public Service Framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanism, including policies, procedures and processes. Renders labour relations support services. Provide training and advocacy on labour-related matters in the department. Manage externally referred disputes. Manage resources, risk and audit queries. Organise and manage records of all grievance, misconduct and disputes. Represent the department in the Public Health Social Development Sectoral (PHSDSBC) National Bargaining Chamber, Bargaining Council and other Labour Relations forums. Facilitate consultative structure within the department and stakeholders. Facilitate mandating seek process on all matters that are related to disputes and collective bargaining. Facilitated the submission of labour relations reports to oversight institution e.g. Public Service Commission Establish and maintain good relationships with organized labour.
<u>ENQUIRIES</u>	Mr S Mahlatjie Tel No: (012) 395 8414
<u>POST 06/12</u>	<u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: NDOH 19/2026</u> Office of the Minister
<u>SALARY</u>	R896 436 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package), salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	A Grade 12 certificate and NQF 7 qualification in Public Administration/Public Management/ Business Administration/ Business Management or Office Management. At least three (3) years' functional experience in the secretariat and administrative/support service environment at middle management level (Assistant Director). Broad knowledge and understanding of the functional areas covered by the executive authorities. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of government policies and planning systems, Government Program of Action, public service regulatory framework, presidency policies and procedures on information management. Good communication (verbal and written), strategic capabilities and leadership, report writing, research, operational management, negotiation, interpersonal relations, facilitation, conflict management, planning and execution, people management and empowerment, financial management, project management and computer skills (MS Office packages).
<u>DUTIES</u>	Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Co-ordinate the activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	Ms S Vilane Tel No: (012) 395 9374

<u>POST 06/13</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: NDOH 9/2026</u>
		Directorate: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus competitive benefits Pretoria
	:	A Grade 12 certificate and NQF 6 qualification in Human Resource Management. PERSAL Controller certificate will be an advantage. At least three (3) years' experience at supervisory level in HRM. Experience in condition of services and PERSAL system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of System Change Control system (SCC). Good communication (verbal and written), problem solving, decision making, negotiation, interpersonal, analytical, people management, monitoring and evaluation, conflict resolution and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Process and administer appointment and termination of service. Administer HR administration and appointment functions, enhance the correct implementation of personnel administration. Process and administer allowances (e.g. housing, overtime, long service). Process pay progression, grade progression, recognition of qualification, and confirmation of probation. Monitor PERSAL system including personnel and salary controllers. Ensure that all PERSAL users are properly trained. Evaluate and recommend to the PERSAL controller, changes to system in line with the System Change Control (SCC). Ensure continuous training for all PERSAL users. Process and administer leave. Manage the capturing of leave on PERSAL, manage leave audits, and analyse leave trends. Monitor HR information. Provide information in respect of utilization of the PERSAL system, provide managerial HR oversight report, authorize transaction on PERSAL and prepare and consolidate all HR reports. Manage risk, audit and resources. Ensure that risks are identified and mitigated, evaluate and monitor performance and appraisal of employees as well as allocate and ensure quality of work. Address HR administration enquiries and guide and advise the department on HR administration matters.
<u>ENQUIRIES</u>	:	Ms E Shibambo Tel No: (012) 3958154
<u>POST 06/14</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION - CCOD REF NO: NDOH 13/2026</u>
		Directorate: CCOD
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus competitive benefits Johannesburg
	:	A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Business Management/Administration and or Public Administration Management. Financial Management and experience in Fund administration will be an advantage. At least three (3) years' experience as a supervisor on (salary level 7) or equivalent level as supervisor. Experience of claims process and administration of benefits, support of governance committees, Stakeholder management and outreach services to claimants. Understanding the application of Government, Departmental and CCOD policies, understanding of compensation claims process, Public Service Regulations as well as knowledge of governmental budgeting and financial principles and practices. Knowledge and application of the Public Finance Management Act and Treasury Regulations, public service regulatory framework, and the South African Constitution. Good communication (verbal and written), planning and organizing, interpersonal, coordination and facilitation, telephone etiquette, ability to work under pressure, independently and with a team as well as stakeholder relations skills. A valid driver's license.
<u>DUTIES</u>	:	Administer and manage compensation claims ensure an effective service. Assessing registered claims based on legal requirements and medical evidence to determine their validity and the level of compensation. Control of documentations within the unit, Administration of CCOD programs for active and ex-mine workers in accordance with Occupational Diseases in Mines and Works Act. Ensure that stakeholders are properly managed and that all their queries are answered to. Liaise with stakeholders. Make sure that committees are appointed according to legislation, are remunerated as per treasury regulations and proper processes are followed. Management of risk, audit and

	personnel. Put systems in place to minimise risks. Advise and lead supervisors regarding all aspects of the work.
<u>ENQUIRIES</u>	: Ms T Mama Tel No: (011) 356 5650
<u>POST 06/15</u>	: <u>ASSISTANT DIRECTOR: ADMINISTRATION – HEALTH FINANCING AND NHI REF NO: NDOH 8/2026</u> Directorate: Health Financing and NHI
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum, plus competitive benefits Pretoria
	: A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management/Administration. At least three (3) years' experience as a supervisor on (salary level 7/8) in Office Administration and Financial Management environment. Understanding the application of Government and Departmental policies, understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as Public Service Act. Good communication (verbal and written), planning and organizing, interpersonal, analytical, problem solving and decision making, presentation and facilitation, liaison and coordination, project management, budgeting and financial management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
<u>DUTIES</u>	: Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to branch coordinators. Manage the flow of documents. Ensure all documents are logged on according to the electronic document management system, ensure that deadlines on submission are adhered to Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.
<u>ENQUIRIES</u>	: Ms M Munsamy Tel No: (012) 395 8139
<u>POST 06/16</u>	: <u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 20/2026</u> Chief Directorate: Communication and Stakeholder Management
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum, (plus competitive benefits) Pretoria
	: Grade 12 certificate and NQF 6 Office Administration/ Office Management/Public Management/Public Administration/ Business Management/ Business Administration or related Administration qualification as recognized by SAQA. At least three (3) years' experience in office administration and financial management at a supervisory level (Salary 8). Experience in communication environment will be an advantage. Knowledge and understanding of the legislative framework governing the Public Service. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), strategic capability and leadership, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.
<u>DUTIES</u>	: Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
<u>ENQUIRIES</u>	: Mr F Mohale Tel No: (012) 395 8180

<u>POST 06/17</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: NDOH 10/2026 (X2 POSTS)</u> Directorate: HIV AIDS Care & Support Directorate: Child and School Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus competitive benefits) Pretoria
	:	A Grade 12 certificate and Bachelor's degree (NQF 6) qualification in Office Administration / Management or Business Management/Administration / and or Public Administration/Management. At least two (2) years' experience in the field of Administration. Knowledge of departmental procedures regarding finances and budgeting. In-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the public service. Knowledge of the PFMA, treasury regulations and LOGIS systems. Good communication (verbal and written), problem solving and analytical, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	Control of documentation within the unit. Manages the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Administer HRM functions. Prepare submissions on vacant posts and appointment of staff and arrange interview sessions. Assist in administer the unit's budget and conditional grant reports. Compile expenditure reports. Allocate budget to activities in the operational plan. Maintain a filing system to the unit. File and tracing of files/documents when required, update filing system regularly. Arrange meetings, workshops, functions and accommodation and travel for officials. Administer safekeeping of goods delivered and received. Filing order forms and invoices.
<u>ENQUIRIES</u>	:	Dr M. Manganye Tel No: (012) 395 - 9276
<u>POST 06/18</u>	:	<u>HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 7/2026</u> Directorate: Human Resource Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus competitive benefits) Pretoria
	:	A Grade 12 certificate and PERSAL Introduction course certificate. At least three (3) years' experience required in HR environment. Knowledge of duties, practices as well as the ability to capture data, and operate computer in a HR environment. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of HR provisioning (job scheduling, appointments, Transfers, Absorptions, promotions and retention of service). Processing of pay progressions, performance bonuses, grade progressions, recognition of qualification and confirmation of probation. Implement conditions of services (housing/rental allowances, state guarantees, injury on duty, overtime, long service awards, RWOPS, pension, resettlement, allowances and structuring of MMS/SMS package). Leave management and termination of service. Handle Human Resource administration enquiries. Supervise human resource/staff, allocate and ensure quality of work, personnel development well as assess staff performance. Consolidate and verify reports on HR administration issues and statistics.
<u>ENQUIRIES</u>	:	Mr D Morodi Tel No: (012) 395 8581
<u>POST 06/19</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 21/2026</u> Directorate: Asset, Fleet, Travel and Accommodation Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum, (plus competitive benefits) Pretoria
	:	Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Logistics/ Assets/Finance/Accounting/Supply Chain Management will be an advantage. Experience in supply chain management environment will be an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic

<p>knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Good communication (verbal and written), time management, leadership, teamwork interpersonal relations, and computer skills (MS Office package).</p>	
<u>DUTIES</u>	: Render travel and accommodation management clerical services. Capture all travel and booking request on transport system. Render asset management clerical support. Compile and maintain records (e.g. assets records/databases). Handle risk and audit query. Capture journals for misallocation, compiling and avail monthly reconciliation records to be submitted to finance section.
<u>ENQUIRIES</u>	: Mr M Mahlangu Tel No: (012) 395 9372
<u>POST 06/20</u>	: <p><u>ADMINISTRATION CLERK (PRODUCTION) REF NO: NDOH 11/2026 (X2 POSTS)</u></p> Directorate: Affordable Medicines Directorate: Traditional Medicines
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R228 321 per annum, (plus competitive benefits)</p> <p>Pretoria</p>
	: <p>Grade 12 certificate (NQF4). Experience in office administration will be an advantage. Knowledge of clerical duties as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, planning, organizing and computer skills (MS Office package).</p>
<u>DUTIES</u>	: <p>Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Provide supply chain clerical support services within the Chief Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the Chief Directorate. Maintain a leave register for the Chief Directorate. Provide financial administration support services in the Chief Directorate. Capture and update expenditure in the Chief Directorate.</p>
<u>ENQUIRIES</u>	: <p>Ms K Rampou/Mr F Mbedzi Tel No: (012) 395 8139/8289</p>
<u>POST 06/21</u>	: <p><u>ADMINISTRATION CLERK (PRODUCTION) REF NO: NDOH 16/2026</u></p> Directorate: Financial and Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R228 321 per annum, (plus competitive benefits)</p> <p>Pretoria</p>
	: <p>Grade 12 certificate (NQF4). Certificate in Office Administration will serve as an advantage. Experience in office administration in finance environment (payroll) will be an added advantage. Basic knowledge of administration duties, practices as well as the ability to capture data and operate computer. Basic knowledge of storage and retrieval procedures in terms of the working environment and understanding of the work in administration/registry. Knowledge of record keeping and filing. Good communication (verbal and written), planning, organizing, interpersonal relations and computer skills (MS Office package).</p>
<u>DUTIES</u>	: <p>Render an effective filing and record management services. File salary related documentations and binding of item analysis statement. Draw and safeguarding of salary files. Draw all salary files requested by officials within the Division: Salaries and keep follow-up of return. Open a new file for new appointments. Handle incoming and outgoing correspondence. Sort the files and payslip according to RFI'S request and forward requested information to supervisor. Maintain filing system and handle risk and audit queries. File required documents in accordance with relevant prescripts. Update filing system and ensure safekeeping of information.</p>
<u>ENQUIRIES</u>	: <p>Ms G Mawela Tel No: (012) 395 8695</p>
<u>POST 06/22</u>	: <p><u>SWITCHBOARD OPERATOR REF NO: NDOH 22/2026</u></p> Directorate: Support Services
<u>SALARY CENTRE</u>	: <p>R193 359 per annum, (plus competitive benefits)</p> <p>Pretoria</p>

<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4). Knowledge of telephone etiquette and Batho Pele principles. Good communication (verbal and written), creativity, listening, interpersonal and computer skills (MS Office package).
<u>DUTIES</u>	:	Operations of the PABX system. Manage the switchboard and attend all incoming and outgoing calls. Ensure safeguarding of government property. Manage switchboard equipment and maintain telephone list. Commitment of values1 processes/procedures internal and external to the department. Solve caller's problems that are related to the DOH services and disseminate information. Ensure proper people management. Screen all incoming and outgoing calls.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374
<u>POST 06/23</u>	:	<u>SUPERVISOR: CLEANING SERVICES REF NO: NDOH 15/2026</u> Directorate: Support Services
<u>SALARY</u>	:	R193 359 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	ABET level 4 (Grade 9). At least two (2) years' experience in cleaning services. Knowledge of cleaning and preparation of tea/coffee, personal hygiene and basic English proficiency. Basic communication (written and verbal) and interpersonal relationship skills.
<u>DUTIES</u>	:	Oversee cleaning services of offices, corridors, general kitchen, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Make a requisition and issue cleaning materials. Supervise cleaners. Provide administrative and related functions, guidance and advice to cleaners as well develop and update the cleaning roaster.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374
<u>POST 06/24</u>	:	<u>MESSENGER REF NO: NDOH 14/2026 (X2 POSTS)</u> Directorate: Support Services
<u>SALARY</u>	:	R138 486 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A grade 10 certificate or equivalent (NQF level 2). Good communication (written and verbal), people skills, organizational, client orientation and customer focus as well as computer (MS package) skills. Ability to work well under pressure, independently and in a team.
<u>DUTIES</u>	:	Perform messenger functions. Sort and arrange correspondences in the registry, record and control correspondences register, sort mail, files, documents and parcels. Ensure that items collected are sealed and addressed, deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374