



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO: E1 OF 2016

VACANT POST OF ADMINISTRATION CLERK - PRODUCTION

NOTE : This post is advertised in the National Department of Health as well as organizations for people with disabilities but is also open to non-employees who meet the requirements as indicated.

- SALARY** : R132 399 per annum (plus competitive benefits)
- OFFICE** : Chief Directorate: Human Resources for Health, Pretoria.
- REQUIREMENTS** : *A Senior Certificate (Grade 12) or equivalent NQF 4 certificate *At least one (1) year experience in general office administration including procurement procedures *Good communication (written and verbal), interpersonal, administrative, organisational and computer (MS Word, MS Excel, PowerPoint) skills *Ability to work independently and under pressure *A valid driver's license.
- DUTIES** : *Render general clerical support services *Record, organise, store, capture and retrieve correspondence and data *Update register and statistics *Handle routine enquiries *Make photocopies and receive or send facsimiles *Provide supply chain clerical support services within the component *Liaise with internal and external stakeholders in relation to procurement of goods and services *Obtain quotations, complete procurement forms for the purchasing of standard office items *Provide personnel administration clerical support services *Maintain leave register *Arrange travelling and accommodation *Provide financial administration support services *Capture and update expenditure *Check correctness of subsistence and travel claims of officials and submit to manager for approval *Handle telephone accounts and petty cash.
- NOTE** : Applications must be made on form Z83 (available on the website of the Department of Public Service and Administration) accompanied by a Comprehensive CV and certified copies of qualifications (Including Senior Certificate/Grade12 Certificate regardless of the qualification requirement indicated in the advert), ID and driver's licence (where applicable). Applications must be handed in at Reception (Brown Application Box) Civitas Building corner of Struben and Thabo Sehume (formerly known as Andries) streets before the closing date. Please state the number of this staff circular minute on your application. Applicants are respectfully informed that correspondence will be limited to short-listed candidates

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ENQUIRIES

: Ms G Buthelezi tel no (012) 395 8706

CLOSING DATE

: 8 February 2016



DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 22/01/2016

STAFF CIRCULAR MINUTE NO: E1 OF 2016