

## NATIONAL 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 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 N Sombinge
- 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, service certificates, including ID and driver's licence. 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 post. 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.
- POST** : **PERSONAL ASSISTANT II: GLOBAL FUND (CONTRACT UNTIL 31 SEPTEMBER 2019) (REF NO: NDOH 10/2016)**
- SALARY** : R196 278 per annum
- OFFICE** : Chief Directorate: Global Fund, Pretoria
- REQUIREMENTS** : \*A three (3) year tertiary qualification in Secretarial/Office Administration or related field \*At least three (3) years experience in rendering secretarial and administrative services to senior management \*Good interpersonal, telephone etiquette, co-ordination, planning, organization, computer (Ms Word, Ms Excel, PowerPoint and email) and communication (written and verbal) skills \*High level of reliability \*Ability to communicate well with people at different levels and from

different backgrounds \*Ability to act with tact and discretion  
\*Ability to maintain confidentiality \*A valid driver's license.

**DUTIES** : \*Provide a secretarial/receptionist support service to the Chief Director \*Manage the Chief Director's diary \*Handle all telephone calls in the Chief Director's office \*Arrange and confirm appointments and meetings \*Plan and organize meetings including workshops \*Record minutes and information as well as communicate to relevant role players and make follow up on progress made \*Render administrative support \*Ensure the effective flow of information and documents to and from the office of the Chief Director \*Provides comprehensive support to the Chief Director regarding meetings, including packaging meeting documents booking of venue and provision of refreshments \*Scrutinize documents to determine actions and information \*Draft standard memos, letters, submissions and typing services for the Chief Director \*Make travel and logistical arrangements for the Chief Director including compilation and processing of travel requests and claims \*Order and purchase stationery and office equipment \*Ensure public service and departmental administrative prescripts/policies and other documents are applied.

**ENQUIRIES** : Ms SC Makakole-Nene tel no (012) 395 – 8072

**CLOSING DATE** : 29 February 2016