

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 (including Senior Certificate/ Grade 12 Certificate regardless of the qualification requirements indicated in the advert), 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. Should you be in possession of a foreign equivalent qualification, it must be accompanied by an evaluation certificate from 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 : **ASSISTANT DIRECTOR: ADMINISTRATION**
(REF NO: NDOH 5/2016)

SALARY : R361 659 per annum

CENTRE : Chief Directorate: Women's, Maternal and
Reproductive Health, Pretoria.

REQUIREMENTS : *A Bachelor's degree/Diploma or equivalent NQF 6
certificate in Public Administration or any relevant
administrative qualification *At least three (3) years
experience in general administration including financial,
supply chain and human resource management at a
Senior Admin Officer level *Knowledge and application of
legislation framework governing public service *Good
communication (written and verbal), computer literacy
(MS Office), planning, leadership, interpersonal and
organisational skills *Ability to work independently as well
as in a team *A valid driver's licence.

DUTIES : *General office administration and management that
includes distribution of documents, meeting of deadlines,
manage the filing system and provisioning administration
duties *Editing of all submissions /letters/reports sent to
senior management, check the financial implications and
format thereof *Responsible for the financial and human
resource management as well as procurement *Take
minutes at meetings scheduled *Management of risk and
audit queries.

ENQUIRIES : Dr P Holele at tel no (012) 395 9763

CLOSING DATE : 22 February 2016