

## 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: PHARMACEUTICAL TRADE AND PRODUCT REGULATION (REF NO: NDOH 3/2016)**
- SALARY** : R196 278 per annum (plus competitive benefits).
- CENTRE** : Chief Directorate: Food Control. Directorate: Pharmaceutical Trade and Product Regulation, Pretoria.
- REQUIREMENTS** : \*A Senior Certificate (Grade 12) and a (three) 3 year tertiary qualification in Office Administration or related field \*At least three (3) years experience as a personal assistant or rendering secretarial 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 manager \*Record minutes/information and 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 manager \*Provides support to manager regarding meetings \*Scrutinize documents to determine actions and information \*Assist with financial reporting of the Cluster \*Assist with compilation of subsistence and travelling allowance \*Answering and screening of telephone calls \*Risk management \*Assess any risk related situation and report it accordingly \*Adhoc OHS in the Department – First Aider \*Assess any risk related circumstances in terms of the OHS Act and report to OHS Committee

**ENQUIRIES** : Ms S Molepo tel no (012) 395 – 8014

**CLOSING DATE** : 29 February 2016