



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO: K1 OF 2016

VACANT POST OF SENIOR ADMINISTRATIVE OFFICER: FOOD CONTROL
(Reference number: K1 OF 2016)


NOTE: THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH AS WELL AS ORGANISATIONS FOR PEOPLE WITH DISABILITIES.

- SALARY** : R243 747 per annum
- OFFICE** : Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation
Directorate: Food Control. Pretoria.
- REQUIREMENTS** : *A Degree / National Diploma or equivalent NQF 6 in Public Administration or any relevant qualification in Administration *At least three (3) years experience in Office Administration as an Administrative Officer or equivalent level *Knowledge of editing reports, submissions, letters and memoranda *Knowledge of general office administration including financial management and procedures *Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations including all related Public Service Legislation *Good communication (written and verbal), planning, organizational, supervisory, coordination, computer (Microsoft Office package) and research skills *A valid driver's license.
- DUTIES** : *Provide general administration support – to draft, compile, edit, check memoranda, submissions, reports, presentations and letters emanating from all Sub-Directorates *Provide secretariat services (arrange and attend meetings) *Develop, maintain and update spreadsheet of committed funds against budget projections *Ensure adherence to the submission and publications of legislation/regulations and amendments thereof *Manage the process for publication of legislation, maintain and update the schedule of progress report of regulations *Maintain and update information of the Directorate to be placed on Department's website *Assist with travel and accommodation arrangements *Perform recordkeeping duties *Maintain a filing system *Management of risk and audit queries.
- NOTE** : Applications must be made on form Z83 accompanied by a comprehensive CV and certified copies of qualifications (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), ID and driver's license. Applications must be handed in at Reception (Brown Application Box) Civitas Building corner of Struben and Thabo Sehume streets (formerly known as Andries street) before the closing date. Applications received after the closing date and those that do not comply with the requirements will not be considered. 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 only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. 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 will not be liable where applicants use incorrect/no reference number(s) on their applications. Applicants may be required to undertake a practical test to demonstrate their skills.

ENQUIRIES : Mr D Matlala at tel no: 012 395 8789

CLOSING DATE : 29 February 2016



DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: 15/02/2016

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