



REPUBLIC OF SOUTH AFRICA

Department of Health  
Private Bag X828  
PRETORIA  
0001

**STAFF CIRCULAR MINUTE NO I 4 OF 2016**

**VACANT POST OF AUXILIARY WORKER**  
**(Reference number I 4 of 2016)**

**NOTE:** THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH BUT IS ALSO OPEN TO NON-EMPLOYEES WHO MEET THE REQUIREMENTS AS INDICATED. WHITE FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.


- SALARY** : R110 739 per annum
- OFFICE** : Chief Directorate: Environmental Health. Directorate: Port Health Services. Pretoria. (Location OR Thambo International Airport).
- REQUIREMENTS** : \*A Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus a Certificate in basic computer course (Microsoft Office package) \*Good communication (written and verbal), interpersonal, report writing, co-ordination and decision making skills.
- DUTIES** : Scanning of international passengers to prevent the spread of communicable diseases \*Execute vector control in and around the airport \*Disinfection of conveyances arriving from fellow fever and malaria endemic countries \*Ensure proper utilization of resources \*Report/over utilization of resources \*Adhere to all departmental and port health policies and requirements including all ACSA security policies
- 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/Grade 12 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. 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. The department reserves the right not to fill this post. 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures Should you be in a

possession of a foreign or equivalent qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. .

Relevant training will be provided for successful candidates.

**ENQUIRIES** : Ms M Mainganye at tel no (012) 395 9103.

**CLOSING DATE** : 7 March 2016.



**DIRECTOR: HUMAN RESOURCES ADMINISTRATION**  
**DATE:** 17/02/2016

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