



REPUBLIC OF SOUTH AFRICA

Department of Health  
Private Bag X828  
PRETORIA  
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STAFF CIRCULAR MINUTE NO P1 OF 2016

**VACANT POST OF SENIOR ADMINISTRATIVE OFFICER**  
**(Reference number P1 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**

- SALARY** : R243 747 per annum (plus competitive benefits)
- OFFICE** : Branch: Corporate Services. Directorate: Security Services, Pretoria
- REQUIREMENTS** : \* A three year Bachelor's Degree/National diploma in Public Administration or equivalent qualification \*At least two years experience in administration as an Administrative Officer \*Experience should include Human Resources Practices, Financial Management and Supply Chain Management \*Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service \*Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations \*Good communication (verbal and written), problem solving, analytical, planning, organisational and computer skills \*A valid driver's licence.
- DUTIES** : \*Control of documentations within the Directorate \*Manages the mail registers, receiving of document, registering the documents and disseminate documents to the relevant people \*Administer human resources management functions \*Maintain leave register, ensure that all leave taken are recorded, checked and submitted to Human Resources for capturing \*Administer the Directorate's budget \*Compile expenditure reports \*Ensure the maintainance of filing system \*Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official \*Placing of orders and administer payments for workshops, catering, conferences and departmental entertainment \*Provide logistical support to the Directorate.
- 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.

**ENQUIRIES** : Mr R P Mphilo at tel (012) 395 9385.

**CLOSING DATE** : 29 March 2016



**DIRECTOR: HUMAN RESOURCES ADMINISTRATION**

**DATE: 11/03/2016**