



REPUBLIC OF SOUTH AFRICA

Department of Health  
Private Bag X828  
PRETORIA  
0001

STAFF CIRCULAR MINUTE NO: I1 OF 2016

**VACANT POST OF ADMINISTRATION CLERK - PRODUCTION**

**NOTE** : This post is advertised in the National Department of Health as well as organizations for people with disabilities but is also open to non-employees who meet the requirements as indicated.

- SALARY** : R132 399 per annum (plus competitive benefits)
- OFFICE** : Chief Directorate: Trauma, Violence, EMS and Forensic Pathology Services. Directorate: Forensic Pathology Services, Forensic Chemistry Laboratory, Johannesburg.
- REQUIREMENTS** : \*A Senior Certificate (Grade 12) or equivalent NQF 4 certificate \*At least six (6) months experience in general office administration and procurement procedures \*Good communication (written and verbal), interpersonal, administrative, organisational and computer (MS Word, MS Excel, PowerPoint) skills \*Ability to work independently and under pressure. Knowledge of Laboratory Information Management Systems (LIMS) would be an advantage.
- DUTIES** : \*Responsible for report/case status enquiries (Food/Toxicology/Blood Alcohol) \*Deal directly/telephonically with clients in respect of reports status according to query procedure \*Receive and handle samples as well as distribution of reports (food/Toxicology/Blood Alcohol) \*Keep statistics in respect of Food/Toxicology/Blood Alcohol samples received \*Issue reports and provisioning \*Obtain quotations and compile submissions \*Handle matters relating to stores, receiving, and issuing of goods and assets \*receive and capture goods and capital items \*Update report template of the SAPS Detective Services and dispatching thereof \*Perform human resource and general administrative duties \*Oversee the efficient operation and troubleshoot problems with the fax and photocopier machines.
- 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/Grade12 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. 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. Should you be in possession of a foreign 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.

**ENQUIRIES** : Ms A Grove' tel no (012) 395 9361

**CLOSING DATE** : 31 March 2016

  
**DIRECTOR: HUMAN RESOURCES ADMINISTRATION**  
**DATE:** 4/03/16

**STAFF CIRCULAR MINUTE NO: 11 OF 2016**