



**REPUBLIC OF SOUTH AFRICA**

**Department of Health  
Private Bag X828**

**PRETORIA  
0001**

**STAFF CIRCULAR MINUTE NO E3 OF 2016**

**VACANT POST OF PERSONAL ASSISTANT III: OFFICE OF THE CHIEF OPERATING OFFICER**

**NOTE: This post is advertised in the Department of Health and also opens to general public. Candidates with disabilities are encouraged to apply.**

- SALARY** : R262 272 per annum (plus competitive benefits).
- CENTRE** : Office of the Chief Operating Officer. Pretoria
- REQUIREMENTS** : \*A Senior Certificate (Grade 12) and a three year Degree/National diploma in Office Administration or related field \*At least five (5) years experience in rendering secretarial/personal assistant duties of which three (3) years should have been rendering a support service to senior management \*An extensive experience in an executive office will be an added advantage \*Knowledge and experience in general office administration including provision administration \*Basic knowledge of financial management and application of relevant legislation/policies/prescripts and procedures governing public service \*High level of reliability \*Ability to act with tact and discretion \*Ability to research and analyse documents and situations \*Computer literacy, particularly experience in Microsoft package \*Good telephone etiquette, planning, organisational, interpersonal relations and communication (written and verbal) skills \*Willingness to work long and irregular hours including weekends from time to time \*A valid driver's license.
- DUTIES** : \*Render executive secretarial/receptionist support to the Chief Operating Officer, including diary management as well as screening of incoming calls \*Ensure the safekeeping of all documents in the office of the Chief Operating Officer \*Render administrative support, including arrangement of meetings and taking minutes \*Assist in the effective administration of the budget \*Respond to enquiries received from internal and external stakeholders \*Record minutes/decisions and communicate to relevant role-players and to follow-up on progress made \*Receive visitors/guests of the COO and serve refreshments \*Process subsistence and travel arrangements

and claims \*Keep abreast of procedures and processes that apply to the Office of the COO.

**ENQUIRIES** : Dr G Andrews on tel no: (012) 395 – 9585/9588/8301

**CLOSING DATE** : 24 June 2016

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