



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO J3 OF 2016

ADMINISTRATION CLERK (PRODUCTION) (2 POSTS)
(Reference number J3 of 2016)

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

- SALARY** : R142 461 per annum
- OFFICE** : Chief Directorate: Environmental Health and Port Health. Directorate: Environmental Health. Pretoria.
- REQUIREMENTS** : *A Senior Certificate (Grade 12) or equivalent NQF 4 certificate *At least one (1) year experience in office administration *Knowledge and understanding of legislative framework governing the Public Service *Good communication (verbal and written), interpersonal, planning, organization and computer skills (MS Office package).
- DUTIES** : *To render general clerical support services *Distribute documents or packages to various stakeholders *To provide logistics/procurement support services *Liaise with internal and external stakeholders in relation to procurement of goods and services *To render human resources support functions *Maintenance of the leave register *To provide financial administration support services *Handle telephone accounts and petty cash.
- 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 : Ms S P Nkabinde at tel (012) 395 8520.

CLOSING DATE : 8 July 2016



DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 23/06/2016

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