



REPUBLIC OF SOUTH AFRICA

Department of Health  
Private Bag X828  
PRETORIA  
0001

STAFF CIRCULAR MINUTE NO K3 OF 2016

**ADMINISTRATION CLERK (PRODUCTION)**  
**(Reference number K3 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: Food Control, Pharmaceutical Trade and Product Regulations. Directorate: Inspectorate and Law Enforcement. Pretoria.
- REQUIREMENTS** : \*A Senior Certificate (Grade 12) or equivalent NQF 4 certificate \*A qualification, certificate or diploma in Mathematics, Science or Pharmacy will be an added advantage \*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** : \*Issue and control import/export permits for narcotic drugs and psychotropic substances \*Check the application form for correctness and also its legality \*Preparation of INCB reports \*Generate and update quarterly reports of specified schedule 5 & 6 substances \*Ensure that the latest import/export estimates figures are uploaded on the system \*Communicate and attend to queries with industry, health professionals and members of the public
- 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 Jerry Molokwane at tel (012) 395 9360.

**CLOSING DATE** : 8 July 2016



**DIRECTOR: HUMAN RESOURCES ADMINISTRATION**

**DATE:** 23/06/2016

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