



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO N3 OF 2016

PERSONAL ASSISTANT I
(Reference number N3 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 : R171 069 per annum

OFFICE : Branch: Corporate Services. Directorate: Media Liaison. Pretoria

REQUIREMENTS : *A Senior Certificate or equivalent NQF 4 certificate *A Secretarial Diploma or relevant qualification *At least one (1) year experience in rendering support service to senior management including experience in general office and provisioning administration *Knowledge of departmental procedures with regard to finance and budgeting *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 *Good communication (verbal and written), problem solving, interpersonal, financial management and computer skills (MS Office packages).

NOTE : **Shortlisted candidates will be subjected to a practical test.**

DUTIES : *Provides secretarial/receptionist support services to the Director *Rendering administrative support services *Ensure the effective flow of information and documents to and from the office of the Director *Provides support to the Director regarding meetings *Obtain inputs and compile records *Records minutes/decisions and communicates to relevant role-players and follow-up on progress made *Supports the managers with the administration of the Director's budget * Collects and coordinates all the documents that relate to the Director's budget *Maintain filing system *Ensure the safekeeping of all documents in the office of the Director in line with relevant legislation and policies.

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/Grade 12 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. 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. The department reserves the right not to fill this post. 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 successful candidate will be subjected to personnel suitability checks and other vetting procedures. Should you be in a 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 : Mr F Mohale at tel no (012) 395 8180.

CLOSING DATE : 25 July 2016.

IPM
DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: 8/7/2016

STAFF CIRCULAR MINUTE N3 OF 2016