



STAFF CIRCULAR MINUTE NO: V3 OF 2016

VACANT POST OF ADMINISTRATIVE CLERK - PRODUCTION
(Reference number: V3 OF 2016)

NOTE : THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH AS WELL AS ORGANISATIONS FOR PEOPLE WITH DISABILITIES.

SALARY : R142 461 per annum

OFFICE : Chief Directorate: Environmental Health and Port Health Services.
Directorate: Port Health Central Region (Gauteng) Pretoria.

REQUIREMENTS : *A Senior Certificate (Grade 12) or equivalent NQF 4 certificate *At least one (1) year experience in office administration *Knowledge of and ability to capture data on the system and collect statistics *Good communication (written and verbal), planning, organisational, interpersonal, computer (MS Word, MS Excel, PowerPoint) flexibility and teamwork skills *Ability to work independently and under pressure.

DUTIES : *Render general clerical support services *Record, organize, store, and retrieve correspondence and data *Update registers and statistics *Provide supply chain clerical support services *Liaise with internal and external stakeholders in relation to procurement of goods and services *Obtain quotations, complete procurement forms for the purchasing of standard office items *Stock control of office stationary *Provide personnel administration clerical support *Maintain leave register *Arrange travelling and accommodation for staff *Provide financial administration support services in the component.

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 : Mr MAM Ramathuba tel no (011) 394 – 3605

CLOSING DATE : 23 September 2016


DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: 08/09/2016

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