



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO F4 OF 2016

ADMINISTRATIVE OFFICER (TWELVE CONSECUTIVE MONTHS CONTRACT)
(Reference number F4 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** : R211 194 per annum (plus 37% in lieu of benefits)
- OFFICE** : Chief Directorate: Women's, Maternal and Reproductive Health
Directorate: Maternal and Neonatal Health. Pretoria
- REQUIREMENTS** : * A three year Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Public Administration or any relevant Administration qualification *At least two (2) year experience in administration *Experience in financial management *Knowledge of relevant prescripts and application of human resources and understanding of the legislative framework governing the Public Service * Knowledge of the Public Finance Management Act and Treasury Regulations *Good communication (verbal and written), planning, organising and computer skills (MS Office packages).
- DUTIES** : *Support the Sub-directorate with financial and procurement management *Process subsistence and travel (S&T) claims *Assist in compiling the budget *Support the Sub-directorate with administrative and personnel activities *Keep track of all incoming work and ensure that the deadlines are met *Arrange accommodation and transport for the meetings and workshops *Support the Sub-directorate with provisioning administration *Assist in capturing request memo on LOGIS system *Manage and control the asset of the Sub-directorate *Management of risk and audit queries.
- 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 B Ntuli at (012) 395 8360.

CLOSING DATE : 14 November 2016



DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: 09/11/2016