

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria
- FOR ATTENTION** : Ms N Sombinge
- 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.
- POST** : **GENERAL ASSISTANT (REF NO: NDOH 7/2017)**
(This is a re-advertisement of the post with reference number NDOH 126/2016 with closing date of 21 November 2017. Applicants who previously applied are encouraged to re-apply).
- SALARY** : R100 545 per annum (plus competitive benefits).
- CENTRE** : Branch: Corporate Services. Directorate: Support Services, Pretoria.
- REQUIREMENTS** : *A Senior Certificate (Grade 12) or equivalent NQF 4 certificate
*Basic experience in the operation of machines (e.g vacuum cleaner etc) plus one (1) year experience in cleaning
*Knowledge of cleaning and preparation of tea or coffee, hygiene *Basic communication (verbal and written) and interpersonal skills.

DUTIES : *Daily cleaning of the floor, mop and detergent/striper of vacuum cleaner *Provide tea, coffee or water *filling of aqua cooler bottles with water *Assist in mass production/photocopies *Ensure safeguarding of government property (equipment or cleaning material etc) *Proper handling of equipment.

ENQUIRIES : Mr P Moloi at tel no (012) 395 8946.

CLOSING DATE : 20 February 2017

CLOSING TIME : 12H00 Midday

MEDIA : PSVC NDOH Website