



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO C1 OF 2017

VACANT POST OF GENERAL ASSISTANT
(Reference number C1 of 2017)

NOTE: THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH AND IS ALSO OPEN TO NON-EMPLOYEES WHO MEET THE REQUIREMENTS AS INDICATED. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

- SALARY** : R100 545 per annum (plus competitive benefits)
- OFFICE** : 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.
- 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 P Moloi at tel no (012) 395 8946.

CLOSING DATE : 20 February 2017

CLOSING TIME : 12H00 Midday

T. Meyer
ACTING DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: *6/2/2017*

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