



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO: F1 OF 2017

**VACANT POST OF ADMINISTRATIVE OFFICER (CONTRACT ENDS 31st MARCH 2019) –
(NATIONAL PHARMACOVIGILANCE OFFICER) (Ref No: F1 of 2017)**

NOTE: This post is advertised in the National Department of Health only.

- SALARY** : R 211 194 per annum (plus 37% in lieu of benefits).
- CENTRE** : Chief Directorate: SSF: GLOBAL FUND HIV and AIDS.
Directorate: Pharmacovigilance. Pretoria
- REQUIREMENTS** : *A Senior Certificate plus Degree/Diploma or equivalent NQF 6 Certificate in Public Administration or any relevant administration qualification *At least two (2) years experience in Office Administration *Experience in Health Science will be an advantage *Knowledge and experience in record keeping and data capturing *Good computer (MS Word, MS Excel and MS Power Point) communication (written and verbal), interpersonal and report writing skills *Must be prepared to travel and work irregular hours *A valid driver's license.
- DUTIES** : *Manage Adverse Drug Reaction (ADR) reports *Implements administrative screening of ADR forms *Generate and present data reports on a monthly basis *Provide assistant in designing information and standards operating documents *Drafting of information documents *Assist in monitoring and evaluating the implementation of standard operating procedure *manage data from Pharmacovigilance programmes *Monitor and coordinate shortfalls and shortcomings in the submitted report forms *Provide logistical and administrative support services *Procurement of stationery and computer consumables *Assist with submissions of less complex nature.
- 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 M Dheda at tel no (012) 395 – 8176
CLOSING DATE : 13 March 2017
CLOSING DATE : 12:00 Mid-day


ACTING - DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 22/2/2017

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