

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 (5 POSTS)**
(DURBAN HARBOUR REF NO: NDOH 22/2017)
(KING SHAKA AIRPORT REF NO: NDOH 23/2017)
(GOGELA BORDER REF NO: NDOH 24/2017)
(CAPE TOWN HARBOUR REF NO: NDOH 25/2017)
(CAPE TOWN INTERNATIONAL REF NO: NDOH 26/2017)
- SALARY** : R100 545 per annum (plus competitive benefits).
- CENTRE** : Chief Directorate: Environmental Health and Port Health.
SD: Kwazulu Natal (3) and Western Cape (2)
- REQUIREMENTS** : *A Senior Certificate (Grade 12) or equivalent NQF 4 certificate
*Basic experience in the operation of cleaning machines (e.g vacuum cleaner etc) plus one (1) year experience in cleaning
*Knowledge of good hygiene practices and preparation of refreshment e.g. tea or coffee *Basic communication (verbal and written) and interpersonal skills.

DUTIES : *Cleaning of floors, walls, windows and toilets by sweeping, mopping, and/or wiping and scrubbing *Dusting and polishing of furniture *Cleaning offices and kitchen equipment and appliances *empty and clean waste paper bins and refuse bins *Cleaning and washing of state vehicles *Prepare tea, coffee *prepare and clean boardroom before and after meetings *Assist Admin staff with filling of documents *Assist with sorting, carrying and preparing documents for couriering samples *Ensure safeguarding of government equipment (equipment or cleaning material etc) *Proper handling of equipment *Reporting of faults

ENQUIRIES : Ms A P Hargreaves at tel no (031) 301 0381.

CLOSING DATE : 13 March 2017

CLOSING TIME 12H00 Midday

MEDIA : PSVC NDOH Website