



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO N1 OF 2017

ADMINISTRATIVE CLERK (PRODUCTION)
(Reference number of N1 2017)

NOTE: THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH AS WELL AS ORGANISATIONS FOR PEOPLE WITH DISABILITIES.

- SALARY** : R152 862 per annum (plus competitive benefits).
- OFFICE** : Chief Directorate: Occupational Health and Compensation Commissioner for Occupational Diseases. Directorate: Medical Bureau for Occupational Diseases. Johannesburg
- REQUIREMENTS** : *A Senior Certificate (Grade 12) or equivalent NQF 4 certificate *At least one (1) year experience in office administration *Knowledge of and ability to capture data on the system and collect statistics *Good communication (verbal and written), interpersonal, planning, organization and computer skills (MS Office package) *Ability to work independently and under pressure.
- DUTIES** : *Verify application received *Check personal details on application forms *Capture personal information on the DOH system *Render administrative support functions to certification committee unit *Checking the completeness of personal particulars in the printed certificate *Respond to enquiries *Sort all letters received according to different request *Sent acknowledgement letters to clients *Attend to telephone enquiries, checking results on the system, requesting phone and fax numbers to respond to the enquiries.
- 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 D Leseyane at tel (011) 356 5640.

CLOSING DATE : 8 May 2017

CLOSING TIME : 12:00 MIDDAY



ACTING DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 21/4/2017

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