



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Private Bag X828, PRETORIA, 0001 Civitas Building, c/o Struben and Thabo Sehume Streets
Tel (012) 395 8000, Fax (012) 395 8918

Staff Circular Minute no D1 of 2018

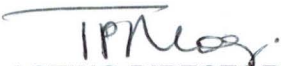
SUPPLY CHAIN CLERK (PRODUCTION): POSTING (Reference Number: D1 of 2018)

Note: This post is advertised for employees in the national Department of Health as well as outside organisations for people with disabilities only.

- Salary** : R152 862 per annum (plus competitive benefits).
- Office** : Chief Directorate: Supply Chain and Asset Management.
Directorate: Supply Chain Management. Pretoria.
- Requirements** : A Senior Certificate (Grade 12) or NQF 4 certificate with Accounting as a subject passed. A National Diploma in Supply Chain will be an advantage. At least a minimum of one (1) year practical experience on Logis. Good communication (verbal and written), interpersonal and computer (Ms Word, Ms Excel and PowerPoint) skills.
- Duties** : Posting and filing of simultaneous and receipts vouchers. Capture Simultaneous Receipts Voucher on selection RCRI. Receive and scan payment documents on ITS. Submit complete order document to supervisor for verification. Follow up on 0-9 files. Check delivery date from orders awaiting deliveries. Handle payment enquiries. Report any problems that can unnecessary delay payments to supervisor.
- 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. **Applications may be posted to "The Director-General, Department of Health, Private Bag X828, Pretoria. 0001" for the attention of Ms M Shitiba or hand delivered at Reception (Brown application box), Civitas Building, corner Thabo Sehume (formerly known as Andries) and Struben street.** 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 M Moraba at tel no. (012) 395 - 8998
Closing date : 5 March 2018
Closing time : 12:00 Mid Day



ACTING DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 16/4/2018

STAFF CIRCULAR MINUTE NO: D1 OF 2018