Staff Circular Minute no G1 of 2018

SENIOR ADMINISTRATIVE OFFICER  (Reference Number: G1 of 2018)

Note: This post is advertised for employees in the National Department of Health only.

Salary : R281 418 per annum (plus competitive benefits).

Office : Chief Directorate: Environmental Health and Port Health Services.

Requirements : A National Diploma in Public Administration/Public Management or any equivalent and relevant Administration qualification. At least two (2) years’ experience in administration at a supervisory level. Knowledge of Departmental procedures with regard to finances and budgeting. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the Public Service. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, BAS, Persal and Logis system. Good communication (verbal and written), planning, organizational, analytical, problem solving and computer (Ms Word, Ms Excel and PowerPoint) skills. Ability to work independently and in a team. A valid drivers’ license.

Duties : The responsibilities of the position will include but are not be limited to controlling of documents within the directorate. Manage the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Attending to administrative queries. Administer Human Resource Management functions. Prepare submissions on vacant posts and appointment of staff. Manage, update and control all personnel records on leave, training, assessments and promotions. Administer the directorate’s budget. Compile expenditure reports. Assist in allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. Tracing files and documents when required. Ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for officials. Ensure and provide general administrative and logistical support to directorate. Coordinate the procurement of stationery and
computer consumables. Capturing the requisitions, goods receipt and compiling documents for payment. Approval of Logis transactions in line with financial delegations.

**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 as well as certified copies older that three (3) months 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**

Mr MAM Ramathuba at tel no. (012) 395 - 8518

**Closing date**

19 March 2018

**Closing time**

12:00 Mid Day

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**ACTING DIRECTOR: HUMAN RESOURCES ADMINISTRATION**

DATE: 13/3/2018

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STAFF CIRCULAR MINUTE NO: G1 OF 2018