Staff Circular Minute no 11 of 2018

ADMINISTRATION CLERK (PRODUCTION) (Reference Number: 11 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: Communicable Diseases.

Requirements : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate. At least one (1) year’s experience in office administration. Knowledge and understanding of legislative framework governing the Public Service. Good communication (verbal and written), interpersonal, planning, organizational and computer (Ms Word, Ms Excel and PowerPoint) skills. Ability to work independently, under pressure and with a team.

Duties : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services. Maintain leave register. Arrange travelling and accommodation. Provide financial administration support services. Capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

Preference will be given to people with disabilities.
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 (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver’s license. Certified copies of certificates should not be older than three (3) months. 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 T Furumele at tel no. (012) 395 - 8096

Closing date : 9 April 2018

Closing time : 12:00 Mid day

ACTING DIRECTOR: HUMAN RESOURCES ADMINISTRATION

DATE: 13/3/2018

STAFF CIRCULAR MINUTE NO: 11 OF 2018