



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 M1 of 2018

Administrative Officer (Reference Number: M1 of 2018)

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

- Salary** : R226 611 per annum (plus competitive benefits).
- Office** : Directorate: Forensic Pathology Services. Pretoria
- Requirements** : A three-year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Public Administration or any relevant Administration qualification. At least one (1) year experience in administration. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good communication (verbal and written), problem solving, analytical, planning, organizational and computer skills. Ability to work in a team.
- Duties** : Control of documentations within the Directorate. Manages the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Administer human resources management functions. Prepare submissions on vacant posts. Maintain leave register, ensure that all leave taken are recorded, checked and submitted to Human Resources for capturing. Assist in administering the unit's budget and conditional grant reports. Compile expenditure reports. Maintain a filing system. Arrange meetings, workshops, functions, accommodation and travel for officials. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment.
- 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 : Mrs A Grove at (012) 395 9361.

Closing date : 9 July 2018

Closing time : 12H00 Midday


CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DATE: 

STAFF CIRCULAR MINUTE NO M1 OF 2018