

## NATIONAL DEPARTMENT OF HEALTH

*It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

**APPLICATIONS:** The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail

**FOR ATTENTION:** Ms M Shitiba

**NOTE:** All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. 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.

**POST** : **ADMINISTRATION CLERK (PRODUCTION) (REF NO: NDOH 16/2026)**

**SALARY** : R 228 321 per annum (plus competitive benefits)

**CENTRE** : Directorate: Financial and Management Accounting, Pretoria

**REQUIREMENTS** : Grade 12 certificate (NQF4). Certificate in Office Administration will serve as an advantage. Experience in office administration in finance environment (payroll) will be an added advantage. Basic knowledge of administration duties, practices as well as the ability to capture data and operate computer. Basic knowledge of storage and retrieval procedures in terms of the working environment and understanding of the work in administration/registry. Knowledge of record keeping and filing. Good communication (verbal and written), planning, organizing, interpersonal relations and computer skills (MS Office package).

**DUTIES** : Render an effective filing and record management services. File salary related documentations and binding of item analysis statement. Draw and

safeguarding of salary files. Draw all salary files requested by officials within the Division: Salaries and keep follow-up of return. Open a new file for new appointments. Handle incoming and outgoing correspondence. Sort the files and payslip according to RFI'S request and forward requested information to supervisor. Maintain filing system and handle risk and audit queries. File required documents in accordance with relevant prescripts. Update filing system and ensure safekeeping of information

**ENQUIRIES** : Ms G Mawela at tel no (012) 395 8695  
**CLOSING DATE** : 9 March 2026  
**MEDIA** : PSVC and NDOH Website