

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intention 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.

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| <u>POST</u> | <u>ADMINISTRATION CLERK – PRODUCTION (REF NO: NDOH 4/2026)</u> |
| <u>SALARY</u> | R228, 321 per annum (plus competitive benefits) |
| <u>CENTRE</u> | Directorate: Mental Health and Substance Abuse, Pretoria. |
| <u>REQUIREMENTS</u> | A Grade 12 certificate or equivalent NQF 4 qualification. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. And understanding of records management (electronic and manual). Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team. |
| <u>DUTIES</u> | Perform administrative procedures regarding care, treatment and rehabilitation of state patients and mentally ill prisoners. Receive and process documents submitted for the admission of State patients and mentally ill prisoners and submit to the deputy director. Administer records od state |

patients and mentally ill prisoners. Keep regular update of the electronic and manual records system of State patients and mentally ill prisoners including their movements. Handle all enquiries relating to forensic mental health documents and records. Handle routine enquiries, both telephonic and written regarding State patients and mentally ill prisoners. Render administrative support to the directorate and sub-directorate for special projects and when needs arise. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Assist with travel arrangement for the sub directorate. Assist with accommodation and transport, and parking when required.

ENQUIRIES : Mr Bashu Pule on tel number 0123959533

CLOSING DATE : 23 February 2026