

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 vacancies@Health.gov.za quoting the reference number on the subject e-mail.

FOR ATTENTION: Ms M Shitiba

NOTE: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 49/2026 (X2 POSTS)**

SALARY : R237 453 per annum, (plus competitive benefits)

CENTRE : Directorate: CCOD, Johannesburg.

REQUIREMENTS : A Grade 12 certificate (NQF 4). Experience in office administration will be an advantage. Knowledge of administrative duties, practices, as well as the ability to operate a computer. Knowledge and understanding of Batho Pele principles. Knowledge of ODMWA (Occupational Diseases in Mines and Works Act, Act 78 of 1973) or any other related compensation legislation will be an added advantage. Knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), interpersonal relations, teamwork, planning, organization, and computer skills (MS Office package). Ability to work under pressure and in a

team as well as ability to maintain a high level of confidentiality. A valid driver's license.

DUTIES

: Provide general enquiries tasks in support of claims management. Attend to clients through the helpdesk. Handle telephonic and other enquiries received. Receive and upload documents on the claims management system. Render general clerical support for the claims management. Liaise with external stakeholders in relation to the claim's payment enquiries. Check if the information on e-Tracker and the Mine Workers Benefit system corresponds. Attend to the allocated work tasks. Ensure and monitor that all compensation applications meet the required status of the claim. Management of risk and audit. Ensure and monitor that all compensation applications meet the required standards. Prevent fraudulent applications as well as unnecessary query locks.

ENQUIRIES

: Ms. M Baholo Tel No: (011) 356 5663

CLOSING DATE

: 6 July 2026

MEDIA

: PSVC and NDOH Website