

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 : **REGISTRY CLERK – SUPERVISOR REF NO: NDOH 47/2026**

SALARY : R338 106 per annum, (plus competitive benefits)

CENTRE : Directorate: MBOD, Johannesburg.

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent NQF 4 qualification. Records management certificate or any related compensation legislation will be an advantage. At least three (3) years' experience in archiving. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in the registry as well as knowledge of ODMWA (Occupational Diseases in Mines and Works Act, Act 78 of 1973). Good communication (written and verbal), interpersonal, flexibility, job knowledge, language, planning and organization

and computer (MS package) skills. Ability to work independently and with a team.

DUTIES

: Supervision and provide registry counter services. Handle telephonic and other enquiries received, attend to clients, receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail, sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieving documents and files. Ensure and complete index cards for all files. Supervise the operation and operate machines in relation to the registry functions. Open and maintain franking machine, frank posts, record money and update register daily. Lock posts in the postbag for messenger to deliver to post office. Hand delivers and signs over remittances to finance. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor as well as keep records for archived documents.

ENQUIRIES

: M. D Leseyane Tel No: (011) 356 5640

CLOSING DATE

: 6 July 2026

MEDIA

: PSVC and NDOH Website