

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 X828, Pretoria. 0001. Hand-delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria

FOR ATTENTION : Ms M Shitiba

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. 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. **In terms of the departmental employment equity targets, priority will be given to Coloured, Indian and White males and females and people living with disabilities.**

POST : **SENIOR ADMINISTRATIVE OFFICER: OPERATIONS AND ADMINISTRATION (REF: NDOH 51/2017)**

SALARY : R281 418 per annum (plus competitive benefits)

OFFICE : Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation. Directorate: Operations and Administration. Pretoria.

MINIMUM REQUIREMENTS : A Bachelor's Degree/National diploma/equivalent NQF 6 qualification in Public Administration or Office Administration related qualification. At least four (4) years' experience in administration. High level of minute taking skills. Supervisory

skills. Knowledge of departmental procedures with regard to finances and budgeting, relevant prescript, application of human resources as well as understanding of the legislative framework governing the Public Services. Knowledge of Public Finance Management Act (PFMA). Knowledge of the Medicines and Related Substances Act, 1965. Excellent communication (written and verbal), analytical, interpersonal, organizational, and computer literacy (Microsoft Office package) skills. Ability to work in a team. A valid driver's licence.

A typing test including writing of minutes will be required at the time of the interview.

DUTIES : Control of documentation within the directorate. Manage the mail register – receive, register and disseminate documents to the relevant people. Supervision of staff. Ensure the maintenance of filing systems. Trace files and documents when required. Ensure safekeeping of information and documentation. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for officials. Liaise with travelling agencies for enquiries. Compile and dispatch documents for meetings. Take minutes of meetings. Ensure and provide logistical support to directorate and external expert committee members.

ENQUIRIES : Ms E Taute at tel no: (012) 395-8034

CLOSING DATE : 31 July 2017

CLOSING TIME : 12h00

MEDIA : NDOH WEBSITE PSVC
MCC website