



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Private Bag X828, PRETORIA, 0001 Civitas Building, c/o Struben and Thabo Sehume Streets
Tel (012) 395 8000, Fax (012) 395 8918

Staff Circular Minute no: R1 of 2019

ADMINISTRATION CLERK (PRODUCTION) (Reference Number: R1 of 2019)

- Note** : This is a re-advertisement. Applicants who have previously applied need to re-apply.
- Salary** : R173 703 per annum (plus competitive benefits).
- Office** : Chief Directorate: Public Entities Management and Laboratories.
Directorate: Forensic Pathology Services – Forensic Chemistry
Laboratories - Durban.
- Requirements** : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate. Knowledge and understanding of the legislative framework governing the Public Services, transport circulars, treasury instructions and procurement services. Ability to capture data, operate computer and collecting statistics. Good communication (verbal and written), planning, organizational and computer (Ms Word, Ms Excel and PowerPoint) skills. Ability to work independently, under pressure and with a team.
- Duties** : Responsible for sample receipt, logging in samples using the Laboratory Information Management System (LIMS) and report/case status enquiries (Food/Toxicology/Blood Alcohol). Liaise with clients in respect of reports status according to query procedure. Issue analysis reports to the clients. Provide supply chain clerical support services within the component. Receive and capture goods and capital items. Distribute goods/issues stock items. Update Logis online. Obtain quotations and compile submissions. Compile Criminal Justice System Reform (CJSR) related statistics. Provide personnel, general administration, and general clerical support services. Maintain leave register/records. Oversee the efficient operation of and, troubleshoot the fax machine and photocopier.

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 (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license. Certified copies of certificates should not be older than three (3) months. **Applications may be posted to "The Director-General, Department of Health, Private Bag X828, Pretoria. 0001" for the attention of Ms L Malahlela or hand delivered at Reception (Brown application box), Civitas Building, corner Thabo Sehume (formerly known as Andries) and Struben street.** 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

Enquiries : Ms A Grove' at tel no. (012) 395-9361

Closing date : 20 December 2019

Closing time : 12:00 Mid day

CHIEF-DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

DATE:

STAFF CIRCULAR MINUTE NO: R1 OF 2019