

## 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 recruitment@health.gov.za quoting the reference number on the subject e-mail

**FOR ATTENTION:** Ms T Moepi

**NOTE:** All short-listed candidates for SMS posts 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, 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 (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information 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 only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. 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 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** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL**  
**(REF NO: NDOH 43/2022)**

**SALARY** : R 382 245 per annum (plus competitive benefits)

**CENTRE** : Office of the Director-General, Pretoria

**REQUIREMENTS** : Bachelor's degree/National diploma or equivalent NQF Level 6 qualification in Administration. At least five (5) years' experience in rendering secretarial and personal assistant duties to executive management including general office and provisioning administration. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience in supply chain and finance processes as they relate to the administration of meetings and petty cash. Strong organisational skills with specific reference to management of documents. Good computer office packages and communication (written and verbal) skills. Ability and willingness to perform sessional duties and work extended hours as and when required. A valid driver's license.

**DUTIES** : Provide effective and efficient Secretarial and Personal Assistant support to the Director-General. Efficient and decreet management of the Director-General's schedule in respect of diary management and coordination of meetings. Ensure effective and efficient functioning of the Director-General's

office. Perform other administrative functions and ensure well managed and effective office operations, systems and procedures that facilitate team work and the work of the office of the Director-General. Ensure safekeeping of all documentation in the office of the Director-General in line with relevant legislation and polices. Perform sessional duties in Cape Town as and when required.

**ENQUIRIES** : Ms S Vilane, 012 395 9374  
**CLOSING DATE** : 22 August 2022  
**CLOSING TIME** : 12:00 Mid-day  
**MEDIA** : PSVC and NDOH Website