

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filling 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 M Shitiba

NOTE: All short-listed candidates 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 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 (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 prior to final selection phase. 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 19/2024)

NOTE : **This is a re-advertisement post. Applicants who had previously applied need to re-apply.**

SALARY : R 444 036 per annum (plus competitive benefits)

CENTRE : Office of the Director-General, Pretoria

REQUIREMENTS : A National diploma or equivalent NQF Level 6 qualification in Public or Business Administration / Public Management / Business Management / Office Management / Office Administration as recognized by SAQA. A NQF 7 or post graduate degree of the above qualifications will be an advantage. At least three (3) years' experience in rendering secretarial and personal assistant duties to executive management. 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 organizational skills with specific reference to management of documents. Computer literacy (Microsoft Office). Strong interpersonal relations. Strong time management skills. High level of reliability. Ability to act with tact and discretion. Ability to multi-task, prioritize and work in a high-paced environment. 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. Ensure efficient, organised, and discreet management of the Director-General's diary and coordination of meetings. Manage sensitive matters with a high level of confidentiality. Attend to all of the Director-General's travel requirements and arrangements. Prepare travel expense reports. Draft correspondence for the Director-General when required. Process emails and requests addressed to the Director General in a timely manner. Perform other administrative functions when required. Ensure safekeeping of documentation in the office of the Director-General in line with relevant legislation and policies. Perform sessional duties in Cape Town and travel as and when required.

ENQUIRIES : Ms K Nkuna Tel No: (012) 395 8033

CLOSING DATE : 18 June 2024

MEDIA : PSVC and NDOH Website