

## 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](mailto: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 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**

: **PERSONAL ASSISTANT (REF NO: NDOH 57/2025)**

### **SALARY**

: R 325 101 per annum (plus competitive benefits)

### **CENTRE**

: Branch: Primary Health Care. Pretoria

### **REQUIREMENTS**

: A Grade 12 certificate and NQF 6 in Office Administration/Management/ Business Management/Administration/ Management Assistant/Secretarial Diploma as recognized by SAQA. NQF 7 in the above fields will be an advantage. At least three (3) years' experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Good communication (verbal and written), telephone etiquette, planning, organizing computer skills (MS Office package). Ability to act with tact and discretion. Ability to research and analyze documents and situations.

### **DUTIES**

: Provides a secretarial/receptionist support service to the manager. Coordinates with and sensitizes/advises the manager regarding

engagements. Rendering administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Provides support to manager regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the manager with the administration of the manager's budget. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending.

**ENQUIRIES** : Ms J Hunter at tel no (012) 395 8190

**CLOSING DATE** : 7 July 2025

**MEDIA** : PSVC and NDOH Website