

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 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

: **SENIOR ADMINISTRATIVE OFFICER (X3 POSTS)**
(REF NO: NDOH 77/2025)

SALARY

: R 397 116 per annum (plus competitive benefits)

CENTRE

: Branch: National Health Insurance. Pretoria

REQUIREMENTS

: A Grade 12 certificate and National Diploma (NQF 6) in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management/Business Administration. At least two (2) years' experience at Administrative Officer or equivalent level in the field of administration operating a computer, answering and handling telephone calls, basic financial and budget management as well as practical experience in maintaining accurate filing system. Sound and in-depth knowledge of relevant prescripts, and application of human resources policies as well as understanding of the legislative framework governing the Public Service. Knowledge of departmental procedures regarding finances, budgeting and procurement. Knowledge of the Public Finance Management Act and Treasury Regulations.

Knowledge on the use of LOGIS system. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package)

DUTIES

: Control of documentations within the Cluster. Manages the mail and or correspondence register, receiving of documents, registering the documents, proper records management, filing and dissemination of documents to the relevant people and or Units. Administrate human resources management functions. Maintain leave register and ensure that all leave taken are properly recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Cluster's budget. Prepare and administer office budget and expenditures control. Ensure the maintenance of the filing system. Ensure accurate documents filing for all Unit documents (e.g., submissions, correspondence from stakeholders, etc). Ensure the arrangement of meetings, workshops, functions, accommodation, and travel for the Cluster. Liaising with in-house travel agencies for bookings, road transport and accommodation. Ensure and provide logistical support to directorate. Ensure adequate provision of stationery for the Cluster's office.

ENQUIRIES

: Ms K Rampou at tel no (012) 395 8139

CLOSING DATE

: 03 November 2025