



CLOSING DATE: 04 May 2018

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted 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 department. Following the interview and the 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 assessments tools.

Applications directed to the addresses as indicated below or Hand Delivered as indicated below:

Post to: Attention: Recruitment & Selection, Department of Health (Head Office) Private Bag X0038 Bhisho 5605, or Hand deliver to: Recruitment & Selection Office, Department of Health (Head Office), Global Life Building (Old Department of Education Offices), Independence Avenue Bhisho 5605.

**POST: OFFICE MANAGER: GM HUMAN RESOURCES DEVELOPMENT REF NO.
ECHEALTH/OM/GMHRD/HO/01/04/2018**

SALARY: R334 545 – R404 121 per annum (Level 9)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A Bachelor degree/ National Diploma in Office Management or relevant qualification with 3-5 years' experience at supervisory level. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Chief Directorate, Coordination, organising and Project Management skills. Good people relations or public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES: Provide strategic leadership and plays an oversight role in the activities of the Chief Director's Office. Manage and coordinate administrative activities or tasks. Manage the Manager's and that of the chief directorate diary and year planner. Manage, organise, distribute and track correspondence of the chief directorate. Organize the CD's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Director's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the chief directorate. Coordinate Planning process, leave management and general office administration of the Chief Directorate. Coordinate and consolidate all reporting requirements of the Chief Directorates. Participation and assist in the organization of the chief directorate's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Director.

Enquiries: Mr M Pinca Tel no 040 608 1445