

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022

The following Government Departments are looking for suitably qualified applicants to apply for their various Admin Clerk Vacancies. The Closing Date for applications are the 27<sup>th</sup> June, 1<sup>st</sup> and the 4<sup>th</sup> July 2022.

### **1. DEPARTMENT OF HEALTH (EASTERN CAPE)**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

**POST 1: ADMINISTRATION CLERK: OFFICE OF THE CEO**

**REF NO: ECHEALTH/DC/FEPH/ARP/33/06/2022**

**LOCATION: SARAH BAARTMAN DISTRICT, FORT ENGLAND PSYCHIATRIC HOSPITAL**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate, / NQF level 4 with no experience.
- Basic knowledge of administrative processes.
- Computer Literacy.
- Good communication (verbal and written) and report writing skills.
- Interpersonal relationship.
- One (1) year Public service internship programme experience will be given preference

### **RESPONSIBILITIES**

- To provide professional and efficient secretarial and administrative support to the Chief Executive Officer in the execution of the duties of the office, thereby uploading the image of the Chief Executive Officer.
- Coordinate logistical arrangements for the Chief Executive Officer in line with the procurement process,
- Manages the diary with guidance from the Chief Executive Officer by diarizing and scheduling meetings promptly and correctly.
- Transcribes minutes of management meetings and distribute to relevant role players.

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- Follow up on action item from meetings to ensure completion within stipulated deadlines.
- Maintain an effective manual and electronic filing system for ease of tracing and retrieval of documents.
- Scrutinize all external and internal correspondences, coordinate responses with relevant Directorates.
- Manage the content of emails and follow up on urgent emails to ensure they are actioned accordingly by the Chief Executive Officer.
- Ensure that classified and confidential documents are kept safely.
- Type Business letters, memorandums and general correspondences for internal and external purposes.
- Provide adhoc administrative assistance as and when required.

ENQUIRIES: Ms S Share Tel No: 046 602 2300

### **POST 2: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/FPACBIZAFPS/ARP/38/06/2022**

**LOCATION: OR TAMBO DISTRICT, BIZANA FORENSIC PATHOLOGY SERVICES**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Appropriate experience in a Victim Empowerment residential facility will be an added advantage.
- Good understanding of Public Service prescripts.
- Knowledge of PFMA and Treasury Regulations.
- Extensive computer literacy.
- Knowledge of general administration in the Public Service.
- Good understanding of procure to pay operations.
- Excellent communication skills and analytical ability.
- Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence.
- One (1) year Public service internship programme experience will be given preference.

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### **RESPONSIBILITIES**

- Render general clerical support services.
- Provide supply chain clerical support services within the District.
- Provide personnel administration clerical support services within the District.
- Provide financial administration support services in the District.
- Capture and maintain data base on Victim Empowerment Programme

ENQUIRIES: Ms F Mkhize Tel No: 047 531 0081

### **POST 3: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/FPACMTFFPS/ARP/39/06/2022**

**LOCATION: JOE GQABI DISTRICT, MT FLETCHER FORENSIC PATHOLOGY SERVICES**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Appropriate experience in a Victim Empowerment residential facility will be an added advantage.
- Good understanding of Public Service prescripts.
- Knowledge of PFMA and Treasury Regulations.
- Extensive computer literacy.
- Knowledge of general administration in the Public Service.
- Good understanding of procure to pay operations.
- Excellent communication skills and analytical ability.
- Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence.
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Render general clerical support services.
- Provide supply chain clerical support services within the District.
- Provide personnel administration clerical support services within the District.

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- Provide financial administration support services in the District.
- Capture and maintain data base on Victim Empowerment Programme

ENQUIRIES: M Mathiso Tel No: 045 858 8112

### **POST 4: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/FPACNBTFNFP/ARP/40/06/2022**

**LOCATION: NELSON MANDELA METRO, NEW BRIGHTON FORENSIC PATHOLOGY SERVICES**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Appropriate experience in a Victim Empowerment residential facility will be an added advantage.
- Good understanding of Public Service prescripts.
- Knowledge of PFMA and Treasury Regulations.
- Extensive computer literacy.
- Knowledge of general administration in the Public Service.
- Good understanding of procure to pay operations.
- Excellent communication skills and analytical ability.
- Knowledge on capturing systems which includes EPWP System, programme information and performance of evidence.
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Render general clerical support services.
- Provide supply chain clerical support services within the District.
- Provide personnel administration clerical support services within the District.
- Provide financial administration support services in the District.
- Capture and maintain data base on Victim Empowerment Programme

ENQUIRIES: Mr J Jenniker Tel No: 041 373 1525

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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### **POST 5: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/AFSCARP/44/06/2022**

**LOCATION: MALUTI SUB DISTRICT, AFSONDERING CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: R Kok Tel No: 039 2560518/0519

### **POST 6: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/QOBCARP/46/06/2022**

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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**LOCATION: UMZIMVUBU SUB DISTRICT, QOBO CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

**POST 7: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/MEJC-ARP/47/06/2022**

**LOCATION: MEJE CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

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**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

**POST 8: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/AMADC-ARP/48/06/2022**

**LOCATION: AMADIBA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

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### **REQUIREMENTS**

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- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

### **POST 9: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/NTACHC-ARP/49/06/2022**

**LOCATION: NTABANKULU CHC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.



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- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

### **POST 10: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/SEBC-ARP/50/06/2022**

**LOCATION: SEBENI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

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### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

### **POST 11: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/SIGC-ARP/51/06/2022**

**LOCATION: SIGIDI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.

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- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

**POST 12: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/MHLC-ARP/52/06/2022**

**LOCATION: MHLTSHENI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).

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- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

### **POST 13: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/MPOC-ARP/53/06/2022**

**LOCATION: MPOZA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.

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- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Mr Magadla Tel No: 039 727 2090

### **POST 14: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/NTLABC-ARP/54/06/2022**

**LOCATION: NTLABENI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

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ENQUIRIES: Mr Magadla Tel No: 039 727 2090

### **POST 15: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/CUMAKCARP/55/06/2022**

**LOCATION: AMAHLATHI DISTRICT, CUMAKALA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

### **POST 16: ADMINISTRATION CLERK**

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**REF NO: ECHEALTH/AC/HAMBC-ARP/56/06/2022**

**LOCATION: HAMBURG CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

**REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

**RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

**POST 17: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/HORTC-ARP/57/06/2022**

**LOCATION: HORTON CLINIC**

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**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

**POST 18: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/MASIC-ARP/58/06/2022**

**LOCATION: MASINCEDANE CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**



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### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

**POST 19: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/MATOC-ARP/59/06/2022**

**LOCATION: MATOMELA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.

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- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

### **POST 20: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/MGWAC-ARP/60/06/2022**

**LOCATION: MGWALI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

### **POST 21: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/NDWAC-ARP/61/06/2022**

**LOCATION: NDWAYANA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

### **POST 22: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/TYAC-ARP/62/06/2022**

**LOCATION: TYATYA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

### **POST 23: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/WESC-ARP/63/06/2022**

**LOCATION: WESLEY CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

**POST 24: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/ZALC-ARP/64/06/2022**

**LOCATION: ZALARA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms B Mngxe Tel No: 043 643 4775/6

### **POST 25: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/HOBECARP/65/06/2022**

**LOCATION: MBHASHE DISTRICT, HOBENI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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ENQUIRIES: Ms Mkhwetha Tel No: 047 489 2417/16

### **POST 26: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/KETIC-ARP/66/06/2022**

**LOCATION: KETI CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms Mkhwetha Tel No: 047 489 2417/16

### **POST 27: ADMINISTRATION CLERK**



## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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**REF NO: ECHEALTH/AC/MAHASC-ARP/67/06/2022**

**LOCATION: MAHASANA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms Mkhwetha Tel No: 047 489 2417/16

**POST 28: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/NGQACHCARP/68/06/2022**

**LOCATION: MNQUMA DISTRICT, NGQAMAKWE CHC**

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

**POST 29: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/TAFGC-ARP/69/06/2022**

**LOCATION: TAFALOFEFE GATEWAY CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

**POST 30: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/TUTC-ARP/70/06/2022**

**LOCATION: TUTURA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship
- One (1) year Public service internship programme experience will be given preference.

### **RESPONSIBILITIES**

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

**POST 30: ADMINISTRATION CLERK**

**REF NO: ECHEALTH/AC/TUTC-ARP/70/06/2022**

**LOCATION: TUTURA CLINIC**

**SALARY: R176 310 – R207 681 PER ANNUM (LEVEL 05)**

**CLOSING DATE: 27 JUNE 2022**

### **REQUIREMENTS**

- National Senior Certificate / NQF level 4 and or equivalent qualification with no experience.
- Basic knowledge of administrative process.
- Good communication (verbal and written) and report writing skills.
- Computer literacy.
- Interpersonal relationship

## GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022

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- One (1) year Public service internship programme experience will be given preference.

### RESPONSIBILITIES

- Provide administrative support services: Capture and update data on computer.
- Generate spreadsheet.
- Update the system on all data sets.
- Validate data (for quality purpose) to ensure correctness, completeness and consistency.
- Compile routine statistical information/reports).
- Receive, register and track records or documents submitted for further processing in the administration component of the institution.
- Capture routine transactions on computer such as the transfer of information from manual records to electronic documents.
- Provide routine and administrative maintenance service: Update and file records.
- Continuous updating information on computer for reporting purposes.
- Maintain DHIS database.
- Retrieve information required.

ENQUIRIES: Ms N Tengwa Tel No: 047 491 0740

**Applications directed to the addresses as indicated below or Hand Delivery as indicated below: Elliot Hospital** - P.O. Box 523. Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza - Tel No: 045-9311321.

**Lilitha Nursing College (Gqeberha Campus)** - Post to: Human Resource Section, Lilitha College of Nursing, Private Bag X0028, Bisho 5605 or Hand Deliver to: Lilitha College of Nursing, Human Resource Office East London Room 41/42. Enquiries: Ms P Mene 043 700 9717/26.

**Frere Tertiary Hospital** - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

**Orsmond TB Hospital** - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries: Ms C Bekker Tel: 041-988 1111

**Empilisweni Hospital** - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr S.L Bosholo – Tel no: 051 611 0037.

## GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022

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**Maclear Hospital** - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza  
Tel no: 045 932 1028.

**Fort England Psychiatric Hospital** – Post to: HR Office, Fort England Psychiatric Hospital, Private Bag x1002, Grahamstown, 6140 or hand delivery to: HR Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms S Share Tel no 046 602 2300.

**Aberdeen Hospital** - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Mr S.M. Magxiva Tel: 049 846 0391.

**Midlands Hospital** - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739

**Margery Parkes TB Hospital** - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaff Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel no 049 893 0031.

**Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#). a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV**

*Communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualifications, Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on shortlisted candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s)*

### 2. DEPARTMENT OF EMPLOYMENT AND LABOUR

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

#### POST 1: ADMINISTRATION CLERK: EMPLOYER AUDIT SERVICES

REF NO: HR4/4/5/28

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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**LOCATION: PROVINCIAL OFFICE, KZN**

**SALARY: R176 310 PER ANNUM**

**CLOSING DATE: 04 JULY 2022 @ 16h00**

### **REQUIREMENTS**

- Grade 12/ Matriculation/ Senior Certificate.
- Knowledge: Batho Pele Principles, Public Service Regulations and Act, PFMA.
- Skills: Communication, Computer literacy, Listening, Time management, Planning and organising.

### **RESPONSIBILITIES**

- Handle orders, receive and distribution of materials to the official in the section.
- Handle and record incoming and outgoing of mails for the section.
- Administer employer audit services.
- Manage information system in the section.
- Provide logistical support functions

**Applications should be sent to the: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.**

Sub-directorate: Human Resources Operations, Provincial Office: KZN

ENQUIRIES: Mr EM Khambula Tel No: 031 366 2201

**POST 2: ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES X2 POSTS**

**REF NO: HR4/4/10/411**

**LOCATION: GQEBERHA LABOUR CENTRE, EASTERN CAPE PROVINCE**

**SALARY: R176 310 PER ANNUM**

**CLOSING DATE: 04 JULY 2022 @ 16h00**

### **REQUIREMENTS**

- Matriculation/Grade 12/Senior Certificate.
- No experience required.
- Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations.

## GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022

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- Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.

### RESPONSIBILITIES

- To render Supply Chain Management Function in a Labour Centre Daily.
- Provide a Finance and Office Management service to the Labour Centre Daily.
- Render a Human Resource Management.
- Responsible for Training and Performance activities in a Labour Centre Daily.
- Responsible for the records management in a Labour Centre Daily

**Applications should be sent to the: Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha**

Sub-directorate: Human Resources Operations, Gqeberha

ENQUIRIES: Mr MP Ngqolowa Tel No: 041 506 5000

**Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a **recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID document and a Driver's license where applicable.** (Section A, B, C and D compulsory and section E ignore if CV attached)**

*The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered*

### 3. DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

#### POST 1: ADMIN CLERK: WORKS MANAGEMENT

**REF NO: 2022/222**



## GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022

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**LOCATION: BLOEMFONTEIN REGIONAL OFFICE**

**SALARY: R176 310 PER ANNUM**

**CLOSING DATE: 01 JULY 2022 @ 16h00**

### REQUIREMENTS

- A Senior Certificate/Grade 12 qualification with extensive relevant working experience in administration, a high level of computer literacy, including experience in Microsoft packages.
- Good verbal and written communication skills.
- Basic knowledge of treasury regulations and financial management, report writing and submissions.
- Sound analytical and problem-solving skills, an understanding of the PFMA,
- Ability to work under pressure.
- Good interpersonal relations skills and telephone etiquette

### RESPONSIBILITIES

- Compile, register, develop and write reports for the Works Management Section.
- Register and distribute callouts to the relevant works managers.
- Record quotations and invoices for Works managers.
- Print, submit and collect photocopies and documentation to and from the registry and tender section.
- Fax and phone to confirm all suppliers' orders for works management.
- Create a filing system for all correspondence and tender documentation.
- Arrange meetings and take minutes of the sectional meetings.
- Liaise with Chief Works Managers and Clients (external & internal).
- Provide admin support for Works Managers and technical functions.
- Capture requisitions on the LOGIS system,
- Manage flow of information and documents in the office.
- Tracking and record keeping of flow of documents.
- Arranging logistics for Works Management staff.

**Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.**

**Applications must be submitted on Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#).** Please note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae

## **GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022**

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ENQUIRIES: Mr. L Ramasunzi Tel No: (051) 408 7311

*The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision.*

### **4. DEPARTMENT OF HEALTH (WESTERN CAPE)**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

#### **POST 1: ADMIN CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**

**LOCATION: MOSSEL BAY HOSPITAL**

**SALARY: R176 310 PER ANNUM**

**CLOSING DATE: 01 JULY 2022**

#### **REQUIREMENTS**

- Minimum educational qualification: Senior Certificate (or equivalent).
- Experience: Appropriate experience in Human Resources (i.e., Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL and Recruitment and Selection).
- Inherent requirement of the job: Prepare to work overtime when required.
- Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape.
- Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration.
- Computer Literate (i.e., MS office package, e-mail, and internet).
- Ability to meet deadlines and to maintain confidentiality.

#### **RESPONSIBILITIES**

- Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents.

## GOVERNMENT DEPARTMENTS' ADMIN CLERK VACANCIES CLOSING 27 JUNE, 01 & 04 JULY 2022

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- Responsible for capturing transactions on PERSAL and audit personnel and leave records.
- Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations, and circulars.
- Maintenance of registers, i.e., PILIR, RWOPS, Appointment and service terminations.
- Assist staff, supervisor, management, and members of the Public with regard to Human resource and Personnel matters.
- Provide an effective support service to supervisor (i.e., relief duties and attending meetings).

**Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)**

ENQUIRIES: Mr DI Le Roux Tel No: (021) 938-5500

*No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.*