

<u>POST 06/17</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: NDOH 10/2026 (X2 POSTS)</u> Directorate: HIV AIDS Care & Support Directorate: Child and School Health
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Bachelor's degree (NQF 6) qualification in Office Administration / Management or Business Management/Administration / and or Public Administration/Management. At least two (2) years' experience in the field of Administration. Knowledge of departmental procedures regarding finances and budgeting. In-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the public service. Knowledge of the PFMA, treasury regulations and LOGIS systems. Good communication (verbal and written), problem solving and analytical, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	Control of documentation within the unit. Manages the mail register, receiving of documents, registering the documents and disseminate documents to the relevant people. Administer HRM functions. Prepare submissions on vacant posts and appointment of staff and arrange interview sessions. Assist in administer the unit's budget and conditional grant reports. Compile expenditure reports. Allocate budget to activities in the operational plan. Maintain a filing system to the unit. File and tracing of files/documents when required, update filing system regularly. Arrange meetings, workshops, functions and accommodation and travel for officials. Administer safekeeping of goods delivered and received. Filing order forms and invoices.
<u>ENQUIRIES</u>	:	Dr M. Manganye Tel No: (012) 395 - 9276
<u>POST 06/18</u>	:	<u>HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 7/2026</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and PERSAL Introduction course certificate. At least three (3) years' experience required in HR environment. Knowledge of duties, practices as well as the ability to capture data, and operate computer in a HR environment. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of HR provisioning (job scheduling, appointments, Transfers, Absorptions, promotions and retention of service). Processing of pay progressions, performance bonuses, grade progressions, recognition of qualification and confirmation of probation. Implement conditions of services (housing/rental allowances, state guarantees, injury on duty, overtime, long service awards, RWOPS, pension, resettlement, allowances and structuring of MMS/SMS package). Leave management and termination of service. Handle Human Resource administration enquiries. Supervise human resource/staff, allocate and ensure quality of work, personnel development well as assess staff performance. Consolidate and verify reports on HR administration issues and statistics.
<u>ENQUIRIES</u>	:	Mr D Morodi Tel No: (012) 395 8581
<u>POST 06/19</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 21/2026</u> Directorate: Asset, Fleet, Travel and Accommodation Management
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Logistics/ Assets/Finance/Accounting/Supply Chain Management will be an advantage. Experience in supply chain management environment will be an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic