

REQUIREMENTS : Grade 12 certificate (NQF4). Knowledge of telephone etiquette and Batho Pele principles. Good communication (verbal and written), creativity, listening, interpersonal and computer skills (MS Office package).

DUTIES : Operations of the PABX system. Manage the switchboard and attend all incoming and outgoing calls. Ensure safeguarding of government property. Manage switchboard equipment and maintain telephone list. Commitment of values1 processes/procedures internal and external to the department. Solve caller's problems that are related to the DOH services and disseminate information. Ensure proper people management. Screen all incoming and outgoing calls.

ENQUIRIES : Ms S Vilane Tel No: (012) 395 9374

POST 06/23 : **SUPERVISOR: CLEANING SERVICES REF NO: NDOH 15/2026**
Directorate: Support Services

SALARY : R193 359 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : ABET level 4 (Grade 9). At least two (2) years' experience in cleaning services. Knowledge of cleaning and preparation of tea/coffee, personal hygiene and basic English proficiency. Basic communication (written and verbal) and interpersonal relationship skills.

DUTIES : Oversee cleaning services of offices, corridors, general kitchen, restrooms, elevators and boardrooms. Manage and ensure the maintenance of cleaning materials and equipment. Make a requisition and issue cleaning materials. Supervise cleaners. Provide administrative and related functions, guidance and advice to cleaners as well develop and update the cleaning roster.

ENQUIRIES : Ms S Vilane Tel No: (012) 395 9374

POST 06/24 : **MESSENGER REF NO: NDOH 14/2026 (X2 POSTS)**
Directorate: Support Services

SALARY : R138 486 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 10 certificate or equivalent (NQF level 2). Good communication (written and verbal), people skills, organizational, client orientation and customer focus as well as computer (MS package) skills. Ability to work well under pressure, independently and in a team.

DUTIES : Perform messenger functions. Sort and arrange correspondences in the registry, record and control correspondences register, sort mail, files, documents and parcels. Ensure that items collected are sealed and addressed, deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents.

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