

Can You Work as a CLERK: SALARY : R12 738.50 Per Month

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CENTRE : Kalafong Provincial Tertiary Hospital

KEYBOARD OPERATING CLERK LEVEL 5 REF NO: 002211

Directorate: Internal Medicine Unit

REQUIREMENTS : A 3-year completed qualification in Office Management with a minimum of 3-years and more relevant experience which includes administration, secretarial functions and financial administration; or Grade 12 with at least 3-years and more general secretarial, administrative and financial experience. Skills Required: Appropriate language and communication skills for formulating, translating and editing of documents.

Good people and communication skills across cultural boundaries and diverse backgrounds. Excellent computer skills. Experience in the system-wide use of Human Resources, Financial Administration and Academic Systems.

Sound time management skills. Excellent telephone etiquette. Positive client service orientation. Able to take initiative and to work independently. Added

Advantages and Preferences: Post-School Certificate in Business Management and Administration. Pro-active cooperation and support in a team environment.

Problem solving and conflict resolution abilities. Able to work accurately under pressure.

DUTIES :

Acting as a personal assistant to the Head of Department, assuming responsibility for diary management; scheduling and organising weekly meetings with all stakeholders involved in the department of Internal Medicine; compiling agendas; preparing and circulating minutes; general office management liaising with faculty officials at all levels. Acting as Departmental Secretary, assuming responsibility for providing support services to students and doctor; coordinating the administration of training and examination; coordinating the administrative processes of claims and general documentation; liaising with the HR and administrative staff on behalf of the department. Administration of student matters which include: ensuring the submission and receiving of students' documentation and student records and taking responsibility for the accurate maintenance of marks; administering the placement process of students; maintaining the submission of marks by mentor lecturers. General office management and administrative tasks within the Department, including dealing with enquiries from students and staff; typing of important documents; handling general procurement functions; supporting the Head of the Department with the technical editing of documents; compiling, checking and amending letters.

ENQUIRIES : Prof. D. Van Zyl, Tel No (012) 373-1075

APPLICATIONS : Applications must be submitted to: Kalafong

Hospital, Human Resource

Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security

Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost.

People with disabilities are welcome to apply. [Applications must be filled on a Z83 form](#) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified.

Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).

Candidates will be subjected to security screening and vetting process

Applications received after closing date will not be accepted.

The Department

reserves the right to not make an appointment. Candidates will be expected to be

available for selection interviews on the date, time and place determined by the

Department.

CLOSING DATE : 19 January 2018