

must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

**CLOSING DATE** : 20 May 2022

**POST 16/131** : **FINANCE CLERK REF NO: MSD2022/09**  
Directorate: Account Payable

**SALARY** : R176 310 per annum (Level 05), plus benefits  
**CENTRE** : Medical Supplies Depot  
**REQUIREMENTS** : Grade 12 with Accounting and Maths as a subject, a relevant 3-year Diploma or Degree in accounting or comments from a recognized tertiary institution. Must be computer literate (Microsoft Office), with more emphasis on excel. Knowledge of the acts governing finance in the public service and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to process tasks within the set deadline, organizing, problem-solving and interpersonal relationship skills. Must be self-motivated. Good office management skills. Good telephone etiquette.

**DUTIES** : Suppliers payments, Monthly creditors reconciliation, Filing, communicating with customers, resolving supplier's queries and any relevant other duties delegated by the supervisor.

**ENQUIRIES** : Ms W.S.M Mputla Tel No: (011) 628 9081  
**APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at HR Department and sign in the register book.

**NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.

**CLOSING DATE** : 20 May 2022

**POST 16/132** : **HUMAN RESOURCE CLERK REF NO: MSD2022/10 (X2 POSTS)**  
Directorate: Human Resource

**SALARY** : R176 310 per annum (Level 05), plus benefits  
**CENTRE** : Medical Supplies Depot  
**REQUIREMENTS** : Grade 12 /Matric Certificate or equivalent. Human Resource qualifications and Experience in Human Resources will be an added advantage. Must be computer literate (MS Excel, MS Word, etc). Knowledge of the PERSAL system will be an added advantage. Good communication skills and ability to work under pressure. A good interpersonal relation.

**DUTIES** : The successful candidate will be responsible for the following: Leave capturing, Salary Administration, Overtime capturing, injury on duty, Appointments, Sessions, capturing of Housing allowance, service conditions, terminations, transfers, staff establishment, capturing of PMDS evaluation reports,