

**GAUTENG DEPARTMENT OF HEALTH:
TSHWANE REHABILITATION CENTRE**

- POST:** Administrative/Ward Clerk,
(Ref. No 70058966)
- SALARY NOTCH:** R54,873.00 p.a excluding benefits such as service bonus, medical aid,
pension, housing allowance.
- DEPARTMENT:** Health - Tshwane Rehabilitation Centre
- REQUIREMENTS:** Minimum Grade 10 or equivalent qualifications. Computer literacy. Good
communication and interpersonal skills. Ability to work under pressure. Able to
work under supervision and independently Knowledge of administration and or
ward procedures will be advantageous.
- DUTIES:** Registering all patients on PAAB and opening of files. Keep comprehensive
records and registers. Admit, transfer, discharge and bill patients. Updating of
patient information on PAAB. Handle general enquiries. Type and photocopy
documents. Taking and typing of minutes. Render administrative support.
- ENQUIRIES:** Mr. MG Polo 012 354 6818/6
Email: Godfrey.Polo@gauteng.gov.za
- CLOSING DATE:** 19 June 2009
- APPLICATIONS:** Tshwane Rehabilitation Centre
- Physical Address: Cnr. Soutpansberg & Dr Savage Road, Pretoria 0002
 - Postal Address: Private Bag X169, Pretoria 0001
 - Fax (012) 354 6799, attention Mr. MG Polo,
 - E-mail: Godfrey.Polo@gauteng.gov.za