

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)

- APPLICATIONS** : Direct your application quoting the above relevant reference number to: The Director-General, Department of Health, Private Bag X828, Pretoria, 0001. Hand delivered applications may be submitted at Reception (Application Box), Hallmark Building, Proes Street between Andries and Paul Kruger Streets. No faxed applications will be considered.
- CLOSING DATE** : 29 June 2009 (Applications received after the closing date will not be considered)
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Applications received after the closing date and those that do not comply with the requirements, will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 22/12** : **DEPUTY DIRECTOR: ESSENTIAL DRUGS PROGRAMME (REF NO NDOH 114/2009)**
- SALARY** : An all inclusive remuneration package of R375 921 per annum including choice of basic salary between 70% and 75% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Cluster: Pharmaceutical Policy and Planning. Directorate: Affordable Medicines. Pretoria.
- REQUIREMENTS** : *A four-year Bachelor's degree in Pharmacy or equivalent qualification
 *Registered as a Pharmacist with the South African Pharmacy Council *At least three (3) years managerial experience *Knowledge of and experience in the application of relevant legislation pertaining to medicines in South Africa
 *Knowledge of and experience in policy analysis and implementation *Knowledge of and experience in project management *Knowledge and experience of implementation of the National Drug Policy, Essential Drugs Programme and Rational Drug Use *Computer literacy *Leadership, motivation and presentation skills *Project planning, analytical, organisational and supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel and work irregular hours *A valid Code B driver's licence.
- DUTIES** : *Manage and co-ordinate the development and implementation of an evidence-based process for the review of the Essential Drugs List/Standard Treatment Guidelines for Primary Health Care, hospital level and tertiary and quaternary level *Manage and co-ordinate activities of the ministerial appointed National Essential Drugs List Committee and the Expert Review Committees *Manage and plan surveys to assess, monitor and evaluate the impact of Essential Drugs Programme on drug utilisation and availability *Manage the dissemination of information on essential drugs *Manage the development of a comprehensive Information, Education and Communication (IEC) strategy on rational drug use activities for health workers and consumers *Establish contacts and maintain relations with relevant stakeholders nationally and internationally *Support provinces, districts and local authorities with the implementing of policies and strategies related to the Essential Drugs Programme *Manage and co-ordinate all activities of the sub-directorate through appropriate job allocation, personnel development and performance appraisal *Manage financial activities of the sub-directorate through appropriate budgeting and adequate funding of identified activities
- ENQUIRIES** : Ms H Zeeman at tel (012) 312-0362 or Ms H Nieuwoudt at tel (012) 312-0378.

- POST 22/13** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT (REF NO NDOH 109/2009)**
(This is a re-advertisement, candidates who applied for the post with reference no. NDOH.223/2008 and closing date 17 November 2008, must re-apply if they are still interested).
- SALARY** : An all inclusive remuneration package of R344 052 per annum including choice of basic salary between 75% and 70% of package, State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion). The flexible portion of the package can be structured according to the Middle Management Service guidelines
- CENTRE REQUIREMENTS** : Cluster: HIV and AIDS and STI, Pretoria.
: A three-year Bachelor's degree/National diploma in Health Sciences or equivalent NQF 6 certificate. A background in statistics. A postgraduate public health degree will be an added advantage. Excellent computer skills. Three to five years experience in health information management. Good understanding of the public health system. Excellent knowledge of and experience in the epidemiology of HIV and AIDS and TB and the national response and programmes. Excellent report writing skills. Excellent computer skills. Good communications skills (written and verbal). A valid code B driver's licence.
- DUTIES** : *Enter into a performance management agreement with the Cluster Manager which seeks to enhance the use of information for strategic planning and programme management in the Cluster *Work closely with programme coordinators in the Cluster and in all nine provinces to support them with information management *Work closely with Health Information, Evaluation and Research (HIER) Cluster to facilitate integration of new programme data elements into routine health information systems *Support the Monitoring and Evaluation Unit of SANAC in the implementation of the M & E framework for NSP 2007-2011 *Support provinces with programme reporting and data management, through training and mentoring of programme managers and coordinators *Develop and maintain systems to collect, analyse, interpret and report on programme data for the Cluster.
- ENQUIRIES** : Dr F Benson at tel. (012) 312 0856.
- POST 22/14** : **CHIEF PHARMACIST (REF NO NDOH 116/2009)**
Cluster: Financial Planning and Health Economics. Directorate: Pharmaceutical Economic Evaluations
- SALARY** : R237 855 per annum (plus competitive benefits)
- CENTRE REQUIREMENTS** : Pretoria
: *A Bachelor's degree in Pharmacy (B Pharm) or a Bachelor's degree in Health Sciences with appropriate experience relative to the duties *At least three (3) years technical/scientific experience *Knowledge of and experience in the application of the Medicines and Related Substances Control Amendment Act, 1997 (Act 90/1997) and the Medicines and Related Substances Control Amendment Act, 2002 (Act 59 of 2002) *Knowledge of and experience in the conduct of primary and secondary research in the pharmaceutical sector *Demonstrated competence to assess priorities to manage a variety of activities in a time sensitive environment *Ability to meet deadlines with attention to detail and quality *Must be willing to travel and work irregular hours *Good interpersonal relations *Good communication skills (written and verbal) *Good organisational, planning and supervisory skills *Computer literacy *A valid Code B driver's licence will be an added advantage.
- DUTIES** : *Prepare technical reports for cabinet, Minister etc. *Act as link between various units (Essential Drugs/licensing of dispensing doctors directorate) *Draft memoranda and letters and compilation of Director-General/Ministerial submissions as well as responding to Parliamentary Questions *Oversee the conduct of operational research relating to the impact of the pricing regulations *Assist the Director with preparation of technical reports *Assist with improvement of systems related to the Medicines Pricing System (monitoring and implementation of the transparent pricing regulations) *Perform pharmacoeconomic analyses *Assist in the review and analyses of the wholesale and distributor fees *Assist in the review and analysis of the dispensing fee *Conduct primary and secondary research in the pharmaceutical sector *Oversee the co-ordination of all pricing committee activities.
- ENQUIRIES** : Ms N M Mpanza at tel (012) 312-0373.
- POST 22/15** : **POST A: ASSISTANT DIRECTOR: HEALTH SCIENCE (REFERENCE NUMBER NDOH 110/2009)**
- SALARY** : Posts A, B AND C: R217 482 per annum (plus competitive

<u>CENTRE</u>	:	benefits) Posts A, B AND C: Cluster: Maternal, Child and Women's Health. Directorate: Child and
<u>REQUIREMENTS</u>	:	*An appropriate degree/diploma or equivalent NQF 6 Certificate in health science *A post-graduate qualification in public health will be an added advantage *At least three (3) years technical/scientific experience *At least four (4) years experience in health services *Knowledge of and experience in the Expanded Programme on Immunisation *Knowledge of and experience in training skills *Background in child health, public health, epidemiology, community nursing and primary health care will be an added advantage *Computer literacy *Good communication skills (written and verbal) *Good interpersonal relations *Managerial, organisational. planning and supervisory skills *Ability to work independently and as part of a team *Must be willing to travel and work irregular hours *Valid Code B driver's licence.
<u>DUTIES</u>	:	*Compile annual Expanded Programme on Immunisation (EPI) training work plan *Plan and organise EPI training *Develop and produce training material *Train provinces on EPI, emphasising the principles contained in the Reach Every District (RED) strategy, following an integrated child health approach *Evaluate and support cascading of EPI training in provinces and where required in the private sector *Determine the information and content to be included in the EPI guidelines and test new policy guidelines through training and facilitate the submission of comments from provinces *Assist with the layout, print and distribution of policy guidelines *Research, prepare training material, provincial visits and other relevant reports *Prepare and present high quality presentations for various purposes such as EPI task group meetings, workshops, training sessions, etc. *Assist with/contribute to annual strategic and operational plans.
<u>POST B: ASSISTANT DIRECTOR: SOCIAL MOBILISATION (REFERENCE NUMBER NDOH 111/2009)</u>		
<u>REQUIREMENTS</u>	:	*An appropriate degree/diploma or equivalent NQF 6 Certificate in health science *At least three (3) years technical/scientific experience *Experience in the immunisation programme, health promotion, public awareness and advertising *A nursing or medical natural sciences background will be a strong advantage *Computer literacy *Good communication (written and verbal) and mobilisation skills *Good interpersonal relations *Organisational and planning skills *Ability to work independently and as part of a team *Must be willing to travel and work irregular hours *Valid Code B driver's licence.
<u>DUTIES</u>	:	*Develop social mobilisation plans *Develop and ensure production of written and graphic Expanded Programme on Immunisation (EPI) promotional material *Liaise closely with the Cluster: Communication and the Cluster: Health Promotion of the Department of Health and the Government Communication Information System (GCIS) *Ensure that promotional materials by vaccine suppliers are in line with EPI policies *Draft and develop promotional material for the public *Liaise with provincial EPI co-ordinators on all EPI activities and issues *Maintain a strong link with the media to ensure that the role of immunisation in health care and the need to immunise is understood by the public *Co-ordinate and ensure a high standard of written and graphical output of the EPI in internal documents such as letters, submissions and reports, and external output such as pamphlets and media releases *Prepare media scripts on EPI issues *Set up press conferences, interviews and launches *Creatively improve the image of immunisation with the public and the Department of Health by conducting immunisation awareness campaigns *Actively participate in the reviews of provincial immunisation programmes *Prepare speeches for senior managers to be used at EPI functions *Produce articles on EPI issues for scientific and health periodicals *Vetting all EPI publications.
<u>POST C: ASSISTANT DIRECTOR: SURVEILLANCE (REFERENCE NUMBER NDOH 112/2009)</u>		
<u>REQUIREMENTS</u>	:	*An appropriate degree/diploma or equivalent NQF 6 Certificate in a health related field or Epidemiology *At least three (3) years technical/scientific experience *At least four (4) years experience in a health related field *Knowledge and skills regarding Expanded Programme on Immunisation (EPI) conditions (goals, targets, indicators and criteria) with emphasis on: - <i>Polio/Acute Flaccid Paralysis (AFP), Measles, Neonatal Tetanus (NNT) and vaccine preventable disease outbreaks, - surveillance principles and specific aspects regarding AFP, Measles and NNT</i> *Information management knowledge and skills (data collection, collation, analysis and reporting) *Computer skills (MS Word, Excel, PowerPoint, Access, Electronic Communication) *Good communication skills (written and verbal) *Good interpersonal relations *Organisational. planning and supportive supervisory skills *Ability to to travel and work irregular hours *Valid Code B driver's licence.

- DUTIES** : *Support, monitor and evaluate AFP, Measles and NNT surveillance in provinces by liaising with provincial surveillance officers, World Health Organisation (WHO) Certification Monitors and EPI managers *Co-ordinate AFP, Measles and NNT case investigation and outbreak response *Support activities to improve quality of surveillance for targeted EPI conditions *Prepare the Annual Country Certificate Update report for the African Region Certificate Commission (ARCC) on behalf of the National Certification Committee (NCC) *Monitor progress towards Polio Eradication, Measles Control and Elimination and NNT elimination against WHO indicators and prepare annual country reports *Capacitate provincial surveillance officers through training and supportive supervision *Follow-up pending AFP cases, prepare a line list of complicated cases, select and prepare AFP cases for classification and present complicated AFP cases to the National Polio Expert Committee (NPEC) for final classification *Prepare and disseminate documentation for NCC and National Task Force (NTF) meetings *Attend meetings as part of the Secretariat and represent South Africa in Lesotho and Swaziland as member states of the Inter-Country Certification Committee (ICCC) *Collate and analyse relevant EPI data and compile reports.
- ENQUIRIES** : Posts A, B and C: Mr Johann van den Heever at tel (012) 312-3174.
- POST 22/16** : **PRINCIPAL PHARMACIST (3 POSTS) (REF NO NDOH 117/2008)**
- SALARY CENTRE** : R190 557 per annum (plus competitive benefits)
Cluster: Pharmaceutical Policy and Planning. Directorate: Access to Affordable Medicines Pretoria
- REQUIREMENTS** : *A four-year Bachelor's degree in Pharmacy or equivalent qualification in Pharmacy *Registered as a Pharmacist with the South African Pharmacy Council *Minimum of three (3) years experience as a Pharmacist (post qualification) *Knowledge of and experience in pharmaceutical services in the public and private sector *Advanced knowledge of scope of pharmacy practice *Knowledge of National Qualification Framework *Knowledge of applicable legislation *in-depth knowledge of Good Pharmacy Practice (GPP), Good Dispensing Practice (GDP), Essential Drug List and Primary Health Care List *Good planning and organizational skills *Supervisory skills *Good interpersonal relations *Good communication skills (written and verbal) *Must be willing to travel extensively and work irregular hours *A valid Code 08 (Code B) driver's licence.
- DUTIES** : Ensure adherence to licensing requirements in terms of the following Acts and Regulations thereto: *Medicines and Related Substances Act, 1965 (Act 101 of 1965) as amended, *Pharmacy Act, 1974 (Act 53 of 1974) as amended, and *Supplementary Regulations made under the International Health Regulations Act, 1974 (Act 28 of 1974) for Yellow Fever vaccine by, -conducting regular inspections, locally and nationally, of licence holders, and applicants for pharmacy premises, -ensuring adherence to, and advising applicants on, GPP and GDP, -writing and submitting inspection reports, -making recommendations on the withdrawal or renewal of licences, based on outcome of inspections, -quality control of documents, -liaising with relevant stakeholders, -responding to internal and external queries, -supervision of staff, -management of administrative processes, -preparation of documents and reports as requested by Senior Management.
- ENQUIRIES** : Ms S Khan at tel (012) 312-0118 or Ms H Nieuwoudt at tel (012) 312-0378.
- POST 22/17** : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO NDOH 115/2009)**
(This post is advertised in the Public Service only. Applicants who are not employed in the Public Service in terms of the public Service Act, 1994 will not be considered for the post).
- SALARY CENTRE** : R174 243 per annum (plus competitive benefits)
Cluster: Legal Services, Pretoria
- REQUIREMENTS** : A three-year degree/National diploma or equivalent NQF 6 certificate. At least five years experience within the Public Service. Knowledge of and experience in general administration, writing of minutes, compiling of budgets and budget control, procurement, LOGIS and research abilities. Supervisory skills. Good interpersonal skills, above average computer skills and good communication skills (written and verbal).The ability to work under pressure. A valid Code B driver's licence.
- DUTIES** : *Render administrative support in the Cluster: Legal Services and act as administrative link between the Directors and Cluster Manager *Render all functions of administrative support directly to the Cluster manager: Legal Services *Co-ordinate all personnel functions e.g. service benefits, leave, recruitment and appointment and termination of services *Training needs *Render secretarial services for all meetings that are held *Responsible for the managing of the allocated budget for the Cluster: Legal Services *Compile the

annual budget and exercise control on a monthly basis *Responsible for the Medium Term Expenditure Framework budget process and the monthly expenditure reports as well as the report on revenue and expenditure *Co-ordinate the Cluster's budget and report to the Cluster Manager and Directorate: Financial Administration *Responsible for the approval of all orders on LOGIS, checking the ICN numbers and the amounts ordered *Developing and maintaining of systems with regard to filing, logging in all received documents and tracking of documents within the unit *Have developed a system for tracking and dating of all incoming post and documents that were referred to the respective Directors *This system is working 100% *Responsible for the subsistence and travel arrangements, as well as controlling of subsistence claims for all officials within the cluster *Draft and finalize submissions to Minister, Director-General, Deputy Director-General and Cluster Manager *Interpret Circular Minutes and convey to Personnel by means of short training sessions *Liaise on all levels are required, presently up to level of the Minister *Self development and development of subordinates *Keep up to date by all relevant circulars with regard to any Personnel Functions, Procurement, etc. *Exercise delegated powers with relation to financial, procurement, transport and personnel instructions *Assist the Cluster Manager with research on the internet as and when required

ENQUIRIES : Mr S Ramasala tel. (012) 312 0896.

POST 22/18 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH (REF NO NDOH 113/2009)**

SALARY : R174 243 per annum (plus competitive benefits)
CENTRE : Cluster: District Health Services. Directorate: Environmental Health. Pretoria
REQUIREMENTS : *A National diploma or degree in environmental health *A post-graduate degree will be an added advantage *Registered with the Health Professions Council of South Africa (HPCSA) *At least three (3) years technical/scientific experience *Experience in environmental health programmes including chemicals safety, hazardous substances, waste management, climate change and pesticides *Sound knowledge of project, financial and administrative management *Must be familiar with Environmental Multilateral Agreements, policy, regulation, guideline development in environmental health *Sound knowledge and application of South African legislation regarding environmental management, development and planning *Computer literacy *Good interpersonal relations *Good communication skills (written and verbal) *Good presentation and organisational skills *Strong research analysis, planning and executing skills *Ability to work independently and as part of a team *Must be willing to travel and work irregular hours *Valid Code B driver's licence.

DUTIES : *Co-ordinate training and awareness campaigns on the safe handling, use, storage and disposal of chemicals/pesticides *Conduct toxicological analysis of pesticides and prepare recommendations for the Department of Agriculture, Forestry and Fisheries *Strengthen poison information centres *Ensure public complaints and queries related to chemicals, pesticides, hazardous substances and healthcare waste are attended to timeously *Assist and support the Deputy Director in health care waste management, climate change and control of hazardous substances issues *Co-ordinate the implementation of the national chemical safety programme *Participate in multilateral environmental agreements.

ENQUIRIES : Mr R Loykisoonalal at tel (012) 312-3256.