

## 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.

**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.

## MANAGEMENT ECHELON

**POST 23/48** : **DIRECTOR: STANDARDS, NORMS AND ACCREDITATION (REFERENCE NUMBER NDOH 121/2009)**

**SALARY** : An all inclusive remuneration package of R615 633 per annum including choice of basic salary between 60% 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 applicable guidelines of the Senior Management Services.

**CENTRE REQUIREMENTS** : Cluster: Office of Standards Compliance. Pretoria.  
: \*A degree in Medicine, Nursing or other appropriate degree in health \*A post-graduate qualification in a relevant area will be an added advantage \*At least six (6) years extensive managerial experience \*Knowledge of and experience in public health and health service delivery over at least ten (10) years is a prerequisite \*Knowledge of health economics and evidence-based policy making will be an added advantage \*Strategic and leadership capabilities, consensus building, objectivity and negotiation skills \*Good planning and organisational skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Computer literacy \*Ability to work under pressure \*Willingness to travel extensively and work irregular hours \*Valid Code B driver's licence.

**DUTIES** : \*Co-ordinate collation and review of standards, norms and guidelines and recommend approval based on the need, evidence and outcome of a consultative process \*Manage a national process of measuring on performance against standards, norms and guidelines \*Ensure monitoring of implementation of recommendations for improvement and identify persistent non-compliance \*Produce reports and make recommendations to senior management (national and provincial) on improvement needs in cases of severe and/or persistent non-compliance or common trends.

**ENQUIRIES** : Dr C Marshall at tel (012) 312-0492

**CLOSING DATE** : 29 June 2009 (Applications received after the closing date will not be considered).

## OTHER POSTS

**POST 23/49** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND ANALYSIS**  
**(REFERENCE NUMBER NDOH 123/2009)**

**SALARY** : An all inclusive remuneration package of R407 745 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: Strategic Planning. Directorate: Strategic Planning. Pretoria.  
**REQUIREMENTS** : \*An appropriate honours degree or a four year Bachelor's degree \*At least three (3) years managerial experience at the level of Assistant Director \*Relevant experience in the development, analysis and monitoring of health policy \*Understanding of the national health system in South Africa \*Understanding and experience in health information systems \*General knowledge of information technology and telecommunication \*Knowledge of spatial information \*Supervisory experience \*Computer literacy \*Good interpersonal relations \*Good communication skills (written and verbal) \*Good planning and organisational skills \*Ability to work as part of a team \*Must be prepared to travel and work irregular hours \*A valid Code B driver's licence.

**DUTIES** : \*Work together with all clusters of the National Department of Health (NDOH) and the legal service and litigation cluster to analyse all policies proposed \*Place health policy development within the broader context of transformation in South Africa \*Work with the Health Information Epidemiology and Research cluster and external stakeholders such as academic institutions to assess the impact of policies \*Produce quarterly reports on policy development and implementation \*Support and build capacity among provincial counterparts \*Audit current NDOH policies \*Strengthen awareness of strategic planning issues within the national health system by producing a quarterly newsletter \*General management.

**ENQUIRIES** : Mr T Masilela tel (012) 312-0577.

**CLOSING DATE** : 29 June 2009 (Applications received after the closing date will not be considered).

**POST 23/50** : **DEPUTY DIRECTOR: TB MONITORING AND EVALUATION**  
**(REF.NDOH.118/2009)**

**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** : Cluster: TB Control and Management: TB Monitoring and Evaluation, Pretoria.  
**REQUIREMENTS** : A three-year Bachelor's Degree in Health Sciences, Biostatistics/Epidemiology, Information Technology/Computer Sciences or equivalent NQF 6 certificate. At least three years experience in Public Health, Public Health Information Systems management and monitoring and evaluation of health programmes. Good management, interpersonal and organizational skills. Good communication, facilitation and report writing skills. Extensive computer skills and knowledge of health information systems and the TB information system. Data analysis and management skills. Recommendations: Understanding of financial and public service regulations and policies. Good knowledge and understanding of the TB and HIV situation in the country. A valid Code B driver's licence.

**DUTIES** : \*Monitor the implementation of the TB information system and ensure alignment with national policies related to health information \*Review and update training manuals on the TB information system \*Plan and conduct training on data collection, collation analysis and management in conjunction with the provinces and districts \*Provide technical support to provinces and districts on the electronic register \*Develop annual work plans and monitor their implementation \*Ensure timeous reporting from provinces and districts, collate and analyse the data \*Compile quarterly and annual reports on case finding, case holding and treatment outcome indicators \*Conduct provincial data verification and supervisory visits and develop data quality improvement plans \*Supervise staff in

the sub-directorate \*Monitor financial expenditure in the sub-directorate \*Liaise with stakeholders.  
**ENQUIRIES** : Dr L Mvusi at tel. (012) 312 0089/0106.  
**CLOSING DATE** : 29 June 2009 (Applications received after the closing date will not be considered).

**POST 23/51** : **SENIOR ADMINISTRATIVE OFFICER (REF. NDOH.119/2009)**  
(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** : R145 920 per annum (plus competitive benefits)  
**CENTRE** : Cluster: HIV and AIDS and STI: TB and HIV Collaboration (Belgium Technical Cooperation), Pretoria.

**REQUIREMENTS** : A three-year Bachelor's degree in Human Resources, Public Finance or Public Administration or equivalent NQF 6 certificate. Experience in provisioning administration. Knowledge of and experience in office administration. Knowledge of departmental procedures with regard to finances and budgeting. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. A demonstration of generic managerial skills such as the ability to plan, organise and execute control. Excellent computer skills in (Microsoft Windows '98, MS Word, PowerPoint, Excel, spreadsheet and graphic presentation). Extensive knowledge and competency of the Public Service Act, Basic Conditions of Employment, the Public Service Regulations and proc. Recommendations: The ability to work under pressure and independently. Good communication skills (written and verbal). A valid code B driver's licence.

**DUTIES** : Ensures effective personnel management for the section (\*Manages all resignations in the section \*Handles all recruitment, transfers and termination of staff within the section \*Ensures induction of new staff Manages all personnel administration within the section Conduct exit interviews Manages and advises on all training for the Section Compiles training and training manuals for the section Conduct regular skills audits Ensures compliance to all policies and procedures Ensures work plans and job descriptions are drafted Handles all personnel related queries Follow-up on submissions in order to ensure timeous results) Ensures effective and efficient financial management (Ensures effective management of financial activities in the section \*Interprets applicable legislation and policies \*Coordinates financial reports from various sections \*Assists with the compilation of budget and Medium Term Expenditure Framework (MTEF) inputs in line with the strategic and business plans \*Manages and administers cash flow and monthly projections \*Compiles reports and submissions on behalf of section \*Identifies overspending and under spending within the section \*Ensures effective control of expenditure management \*Ensures proper record keeping of expenditure documents) Provides efficient administration for the section (Maintains all relevant procedures and ensures accessibility by all staff \*Develops an archive of appropriate templates for submissions \*Prepares submissions in terms of both form and content in consultation with respective staff \*Assists in the management of Professional Service Providers (PSP) \*Oversees the procurement of goods and services in the section \*Oversees the management of assets in the sections \*Ensures coordination and integration of projects and programmes \*Ensures effective communication with relevant stakeholders)

**ENQUIRIES** : Dr AK Vilakazi-Nhlapo at tel. (012) 312 0357  
**CLOSING DATE** : 6 July 2009 (Applications received after the closing date will not be considered).

**POST 23/52** : **SENIOR ADMINISTRATIVE OFFICER (REF. NDOH.119/2009)**  
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**DUTIES** : Ensures effective personnel management for the section (\*Manages all resignations in the section \*Handles all recruitment, transfers and termination of staff within the section \*Ensures induction of new staff Manages all personnel administration within the section Conduct exit interviews Manages and advises on all training for the Section Compiles training and training manuals for the section Conduct regular skills audits Ensures compliance to all policies and procedures Ensures work plans and job descriptions are drafted Handles all personnel related queries Follow-up on submissions in order to ensure timeous results) Ensures effective and efficient financial management (Ensures effective management of financial activities in the section \*Interprets applicable legislation and policies \*Coordinates financial reports from various sections \*Assists with the compilation of budget and Medium Term Expenditure Framework (MTEF) inputs in line with the strategic and business plans \*Manages and administers cash flow and monthly projections \*Compiles reports and submissions on behalf of section \*Identifies overspending and under spending within the section \*Ensures effective control of expenditure management \*Ensures proper record keeping of expenditure documents) Provides efficient administration for the section (Maintains all relevant procedures and ensures accessibility by all staff \*Develops an archive of appropriate templates for submissions \*Prepares submissions in terms of both form and contact in consultation with respective staff \*Assists in the management of Professional Service Providers (PSP) \*Oversees the procurement of goods and services in the section \*Oversees the management of assets in the sections \*Ensures coordination and integration of projects and programmes \*Ensures effective communication with relevant stakeholders)

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**SALARY** : R145 920 per annum (plus competitive benefits)

**CENTRE** : Cluster: HIV and AIDS and STI: TB and HIV Collaboration (Belgium Technical Cooperation), Pretoria.

**REQUIREMENTS** : A three-year Bachelor's degree in Human Resources, Public Finance or Public Administration or equivalent NQF 6 certificate. Experience in provisioning administration. Knowledge of and experience in office administration. Knowledge of departmental procedures with regard to finances and budgeting. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. A demonstration of generic managerial skills such as the ability to plan, organise and execute control. Excellent computer skills in (Microsoft Windows '98, MS Word, PowerPoint, Excel, spreadsheet and graphic presentation). Extensive knowledge and competency of the Public Service Act, Basic Conditions of Employment, the Public Service Regulations and proc. Recommendations: The ability to work under pressure and independently. Good communication skills (written and verbal). A valid code B driver's licence.

**DUTIES** : Ensures effective personnel management for the section (\*Manages all resignations in the section \*Handles all recruitment, transfers and termination of staff within the section \*Ensures induction of new staff Manages all personnel

administration within the section Conduct exit interviews Manages and advises on all training for the Section Compiles training and training manuals for the section Conduct regular skills audits Ensures compliance to all policies and procedures Ensures work plans and job descriptions are drafted Handles all personnel related queries Follow-up on submissions in order to ensure timeous results) Ensures effective and efficient financial management (Ensures effective management of financial activities in the section \*Interprets applicable legislation and policies \*Coordinates financial reports from various sections \*Assists with the compilation of budget and Medium Term Expenditure Framework (MTEF) inputs in line with the strategic and business plans \*Manages and administers cash flow and monthly projections \*Compiles reports and submissions on behalf of section \*Identifies overspending and under spending within the section \*Ensures effective control of expenditure management \*Ensures proper record keeping of expenditure documents) Provides efficient administration for the section (Maintains all relevant procedures and ensures accessibility by all staff \*Develops an archive of appropriate templates for submissions \*Prepares submissions in terms of both form and content in consultation with respective staff \*Assists in the management of Professional Service Providers (PSP) \*Oversees the procurement of goods and services in the section \*Oversees the management of assets in the sections \*Ensures coordination and integration of projects and programmes \*Ensures effective communication with relevant stakeholders).

**ENQUIRIES** : Dr AK Vilakazi-Nhlapo at tel. (012) 312 0357.  
**CLOSING DATE** : 6 July 2009 (Applications received after the closing date will not be considered).

**POST 23/54** : **SENIOR ADMINISTRATION CLERK GRADE III (Reference number NDOH 120/2009)**

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** : R94 326 per annum (plus competitive benefits)  
**CENTRE** : Cluster: Financial Planning and Health Economics. Directorate: Health Financial Planning and Economics. Pretoria.

**REQUIREMENTS** \*Senior Certificate (Grade 12) or equivalent NQF 4 Certificate \*Knowledge and experience in office administration/secretarial duties, LOGIS and provisioning administration \*Good telephone etiquette and high level of reliability \*Computer literacy \*Ability and willingness to work under pressure and irregular hours \*Good interpersonal relations \*Good communication skills (verbal and written) \*Good planning and organizational skills \*A valid Code B driver's licence. will be an added advantage.

**DUTIES** : \*Provide efficient administrative support to the Directorate \*Draft letters, reports, submissions and memorandums \*Ensure a good filing and record keeping system \*Make travel and accommodation arrangements for the Director \*Compile agendas and write minutes \*Ensure good liaison with both internal and external stakeholders \*Work as a functionary on LOGIS \*Deal with procurement and order stationery \*Answer, screen and refer calls to relevant principals within the Directorate \*Check incoming and outgoing mail \*Draft documents, send e-mails, fax and photocopy documents.

**ENQUIRIES** : Ms Meryl Botha at tel (012) 312-0427.  
**CLOSING DATE** : 29 June 2009 (Applications received after the closing date will not be considered).

**POST 23/55** : **SENIOR ADMINISTRATION CLERK GRADE II (REFERENCE NUMBER NDOH 122/2009)**

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** : R76 194 per annum (plus competitive benefits)  
**CENTRE** : Cluster: District Health Services. Directorate: Environmental Health. Pretoria.  
**REQUIREMENTS** : \*Senior Certificate (Grade 12) or NQF 4 Certificate \*At least two (2) years experience in a related field \*Knowledge of and experience in general office

administration (including meeting procedures and minute taking) \*Basic understanding of provisioning administration and financial management \*Computer literacy \*Filing and organizational skills \*Good interpersonal relations \*Good communication skills (written and verbal) \*Must be prepared to travel and work irregular hours \*A valid Code B driver's licence (Short-listed candidates may be required to take a typing test).

**DUTIES**

: \*Establish and maintain the filing system of the Directorate \*Type correspondence, minutes, reports and presentations with graphics and graphs \*Compile S & T claims and advances for travel and accommodation expenditure \*Arrange flight, accommodation and car rental for officials within the Directorate \*Book venues for meetings and arrange refreshments \*Take minutes at meetings \*Build relationships with appropriate stakeholders of the Directorate \*Operate standard office equipment e.g. photocopy machines, fax machines etc. \*Handle correspondence, telephonic and written communication with other sections, departments and the public in reply to enquiries \*Procurement of goods and services via the LOGIS system and with petty cash \*In charge of the stock, stationary, computer consumables and photocopy paper within the Directorate.

**ENQUIRIES**

: Ms Chantel Boyiatjis at tel (012) 312-3261.

**CLOSING DATE**

: 29 June 2009 (Applications received after the closing date will not be considered).