

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.
- CLOSING DATE** : 15 February 2010 (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. No faxed applications will be considered. 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 clearance 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 POST

- POST 02/05** : **DEPUTY DIRECTOR: BIOLOGICAL MEDICINES REF NO NDOH 1/2010**
Cluster: Pharmaceutical and Related Product Regulation and Management.
Directorate: Medicines Evaluation and Research.
- SALARY** : An all inclusive remuneration package of R378 456 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 REQUIREMENTS** : Pretoria.
: *A four-year Bachelor's degree in biological or medical sciences or equivalent qualification *Additional training or qualification of at least three years to the level of RVQ 4 in the areas of management *Extensive knowledge of policy development *Three to five years managerial experience *At least five years experience in medicines regulation will be an added advantage *Experience in the evaluation, preparation, storage and use of biological medicines will be an added advantage *Knowledge of and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) *Good working knowledge and experience of computer systems with application of word processors and spreadsheets *Knowledge of database development and management *Knowledge and experience in human resources management, financial management and provisioning administration *Good supervisory and co-ordination skills *Good planning and organisational skills *Good interpersonal relations *Good communication skills (written and verbal) *Good document management and control skills *Good committee support skills *Ability to work in a team *Must be prepared to travel and work irregular hours *A valid Code B driver's licence will be an added advantage.
- DUTIES** : *Manage administrative and technical activities of the unit *Co-ordinate work of all staff members of the unit *Co-ordinate leave of staff *Facilitate the planning and implementation of projects and work programmes to achieve the aims and objectives of the unit, directorate and cluster *Supervise the assessment and evaluation of applications for registration of new projects and amendments to registered biological medicines *Develop and implement all training programmes for staff of the unit *Undergo training for skills development and personal advancement *Draft and implement policy documents and ensure approval by Council and compliance by the applicants *Develop, update and implement

Standard Operating Procedures (SOP's) and guidelines for registration of new products and amendments to registered biological medicines *Consult with representatives from industry to advise on administrative and technical issues *Consult with other units, directorates and departments to discuss issues of mutual interest *Liaise with other regulatory authorities in the region as well as internationally to share experiences for learning, and to harmonise the regulatory requirements for the regulation of biological medicines *Prepare documentation/submissions (reports and other discussion documents relating to technical and administrative policy matters) to Council and its Expert Committees for notification/discussion/ recommendation/approval *Conduct unit meetings and directing discussions and the implementation of decisions *Allocation of all functions including (electronic) registration functions to staff of the unit *Prepare Monthly, Quarterly and Annual reports for work done in the unit and presentation to the director *Perform such other functions as the Directorate may duly allocate or delegate from time to time.

ENQUIRIES

: Mr F F Hlangwane at tel (012) 312-0214.