

NATIONAL 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** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- CLOSING DATE** : 13 February 2017, closing time: 12h00 Midday
- NOTE** : All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed 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 and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks 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 04/22** : **MEDICINES CONTROL OFFICER 2 POSTS REF NO: NDOH 3/2017**
Chief Directorate: Food Control, Pharmaceutical Trade & Product Regulation.
Directorate: Inspectorate and Law Enforcement
- SALARY** : Grade 1: R479 475 per annum: B-Pharm degree. No registration as a Pharmacist. No experience.
Grade 2: R573 264 per annum: B Pharm degree and registration as a Pharmacist. OR B-Pharm degree with a minimum of eight (8) years appropriate experience.
Grade 3: R655 464 per annum: B-Pharm degree and registration as a Pharmacist with minimum 8 years appropriate experience. OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience.
Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.
- CENTRE REQUIREMENTS** : Pretoria.
Qualification and years of experience required are indicated above, Experience in the medicine and pharmaceutical field, Sound and in-depth knowledge of the Medicines and Related Substances Act 101 of 1965, as amended and the regulations pertaining to the Act, Knowledge of Criminal Procedure Act, Good communication (written and verbal), presentation, planning, organisational, supervisory, investigation and basic computer skills.
- DUTIES** : Prepare expert reports and attend to cases for prosecution in terms of the relevant Health Acts, Issue out warning letters to transgressing companies or individuals, Monitor and control border posts and mail centres for importation of unregistered

medicines, Conduct training on border management personnel on handling of importation and exportation of medicines, Monitor compliance with the provisions of the Medicines Act and other related Health Acts specifically matters relating to medicine advertising, Inspect pharmaceutical companies and permit holders where schedule 5, 6, 7 & 8 substance are kept, Communicate with the industry, public and Medicines Control Council, Health Professional and stakeholders, Conduct presentation to other government department and healthcare and industry on legislative compliance, Active foster and develop networks on pharmaceutical crime with other regulatory authorities and relevant stakeholders, Develop and implement education programmes for all law enforcement agencies, university pharmacy and medical faculties and related departments, Prepare reports for consideration by the Medicines Control Council, Director-General and Ministers, Evaluate threats in pharmaceutical products and advice the Medicines Control Council on measures to be adopted.

ENQUIRIES

: Dr J Gouws Tel no: (012) 395 8003

POST 04/23

: **ASSISTANT DIRECTOR: PROVINCIAL SUPPORT REF NO: NDOH 5/2017**

Chief Directorate: Financial management. Directorate: Provincial Support (This is a re-advertisement of the post with reference number: NDOH 78/2016 which was advertised in the DPSA and departmental website on the 15th July 2016 with closing date 1 August 2016. Applicants who previously applied for the post need to re-apply).

SALARY CENTRE REQUIREMENTS

: R389 145 per annum

: Pretoria

: A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in finance and/or related field of study, At least three (3) years experience in financial management, government protocols and systems at a supervisory or equivalent level, Knowledge of PFMA, Treasury Regulations, DoRA, PPPFA, Public Service Act and other prescripts, Knowledge of government transversal systems, Project management qualification and proven working experience with Donors will serve as an added advantage, Good interpersonal, communication (written and verbal), computer (Ms Word, MS PowerPoint and MS Excel), customer services, conflict management, project and financial management skills, Ability to work independently and within a team, A valid driver's licence.

DUTIES

: Provide support on management of donor funding and compliance, Management of procurement processes of the EU funded Programme and projects, Ensure effective and efficient financial management, Assists with the compilation of budgets and MTEF inputs in line with the strategic and business plans, Extraction and consolidation of set of Non-Negotiables from Vulindlela into management report, Reconcile provincial expenditure variances and explore potential budget challenges and remedial actions in line with provincial SPP and APP, Maintains proper records management, Management of correspondence with internal and external stakeholders, Coordination of parliamentary questions responses from provinces and ensure safekeeping, Provide policy advice to strengthen financial management reporting, tracking and decision making, Extraction and consolidation of the Donor funds financial reports, Provide support and advice on asset management to Provincial Health Department, Risk management and audit queries.

ENQUIRIES

: Mr AL Mokoana at Tel no: (012) 395 9519

POST 04/24

: **SENIOR TRAINING OFFICER REF NO: NDOH 4/2017**

Chief Directorate: Human Resource Management and Development. Directorate: Performance Management and Corporate HRD (This is a re-advertisement of the post with reference number: NDOH 119/2016 which was advertised in the DPSA and departmental website on the 28th October 2016 with closing date 14th November 2016. Applicants who previously applied for the post need to re-apply).

SALARY CENTRE REQUIREMENTS

: R262 272 per annum

: Pretoria

: An appropriate B-Degree, National Diploma or equivalent qualification on NQF level 6 in Human Resource Development/ Human Resource Management/

Management of Training, Minimum of 2 years experience as a Training Officer or ETD/HRD Officer/ Practitioner at salary level 7, Experience in Human Resource Development and Training, Knowledge and exceptional understanding of HRD Regulatory Framework including PSCBC Resolutions, Public Service Act, Public Service Regulations as well as knowledge of relevant HRD prescripts, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Health Acts and related regulations, planning, analytic, time management, computer literacy, PERSAL, LOGIS, excellent written and verbal communication and presentation skills, supervisory skills, Ability to work independently and under pressure, Understanding of policy analysis and development processes, Experience and knowledge of Public Health Sector environment will serve as an added advantage, ETDP certificate and accreditation as a CIP facilitator will serve as an added advantage, Willingness to perform additional tasks as and when circumstances so require, Willingness to travel, Valid driver's licence.

DUTIES

: Ensure the compliance of training programmes with relevant legislation, Build sound and sustainable training climate within the department, Coordination and facilitation of in-house training programmes, Develop and implement the WSP, Coordination and Facilitation of the Compulsory Induction Programme (CIP) and the Departmental Orientation programme, Present needs directed training, Administration of the Internship, Learnership, and Apprenticeship programmes, Administer the Adult Education and Training (AET) programme, Administer the departmental study assistance programme including scholarships and fellowships programmes, Administer the study assistance and short course contracts, Administer the recovery of study debt from defaulting study assistance/short course contract holders, Facilitate Career Guidance Exhibitions, Supervising of subordinates, Compile and submit monthly, quarterly and annual reports.

ENQUIRIES

: Mr A Masilo Tel no: 012 395-8669