

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** : 03 March 2017 Closing Time: 12:00pm Midday
- NOTE** : 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, 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 post. 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 06/32** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS AFFORDABLE MEDICINES REF NO: 13/2017**
(Contract post ending 31 March 2019)
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
- SALARY** : An all-inclusive remuneration package of R726 276 per annum [basic salary consists of 70% or 75% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree/National Diploma or equivalent NQF level 7 qualification in Computer Science or Information Technology, A qualification in Actuarial sciences, Architecture or engineering will be an advantage, At least 10 years experience in more than one of the relevant fields, namely: technology solution implementation, project management, solution design, vendor management and solution architecture, Experience in health related sectors and /or logistics will be an advantage, Knowledge of industry standards, legislation and practice relating to information and communication technologies; technologies supporting big data analytics and business intelligence platforms; system design and implementation; and enterprise data governance, Good project management, proactive, creating problem solving, dimensional modelling, system design and implementation, dashboard and integrated report design and implementation, facilitation, elicitation, specification skills, business acumen, communication (written and verbal) skills, leadership and management skills, Must be willing to travel, A valid driver's licence.
- DUTIES** : Manage the enterprise information technology roadmap, Review existing IT architecture, Manage the design and specification of enterprise IT systems, Develop criteria for viewing new and existing systems in accordance with applicable standards and requirement, Manage the implementation and maintenance of enterprise IT systems, Oversee performance of vendor service delivery, Manage enterprise data governance, Develop and maintain a plan for the management of master and transactional data, Ensure uniformity, accuracy and semantic consistency of data, Manage the monitoring and evaluation of the enterprise systems, Implement monitoring and evaluation plan for the enterprise systems, Risk management, Comply with necessary operational plans, work plans and reporting requirement.

<u>ENQUIRIES</u>	:	Ms K Jamaloodien Tel no: (012) 395 8530
<u>NOTE</u>	:	Short-listed applicants will be required to complete a technical assessment during the interview process.
<u>POST 06/33</u>	:	<u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT-AFFORDABLE MEDICINES</u> <u>REF NO: 11/2017</u> (Contract post ending 31 March 2019) Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
<u>SALARY</u>	:	An all-inclusive remuneration package of R612 822 per annum [basic salary consists of 70% or 75% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma or equivalent NQF level 7 qualification in Business Administration, Commerce or Finance, A Master's Degree in a field relevant to Demand Forecasting and Planning will be an advantage and a membership of Supply Chain Professional Body is highly desirable, Formal training in supply chain management, statistical forecasting or planning, either in public institutions or as part of a leadership or specialist skills development programme is highly desirable, At least 3 years experience in procurement or contract management, and/or Demand and Supply Planning in a public or private sector organisation as well as experience managing a geographically dispersed team, Knowledge of the content of the General Conditions of Contract, contractual and legislative contexts including knowledge of good governance, Familiar with relevant legislation including the Public Finance Management Act, Medicine and Related Substances Act and Pharmacy Act, Quantitative skills including demand forecasting and planning, project planning practices and protocols, monitoring and evaluation, good problem solving and interpersonal skills including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills, Ability to work independently and work as a team, Willingness to travel extensively as required, A valid driver's licence.
<u>DUTIES</u>	:	Manage contract compliance for AMD, Usage of monitoring tools to measure and report on performance of suppliers and participating authorities relative to the terms and conditions of the contract/service level agreement, Manage relationships with contract parties (suppliers and participating authorities), Manage schedules and oversee quarterly supplier meetings, Coordinate National Demand Planning activities, Support participating authorities in collaborative demand planning, define process and methodology for forecast generation, budget estimation and demand planning to define the baseline expectation of medicine demand, by facility and by location, Manage relationships with Essential Drug Programme (EDP), programmes 3, 4, 5 in NDOH and participating authorities *Conduct and participate in regular meetings with EDP and Programme leads of programmes, Manage supplier payment performance, Identify areas where interventions are required and initiate corrective action, Manage risk and audit queries, Minimise risks in issues pertaining work area, Ensure relevant standards and governance requirements are met.
<u>ENQUIRIES</u>	:	Ms K Jamaloodien Tel no: (012) 395 8530
<u>NOTE</u>	:	Please note: Short-listed applicants will be required to complete a technical assessment during the interview process.
<u>POST 06/34</u>	:	<u>DEPUTY DIRECTOR: PROJECT MANAGEMENT-AFFORDABLE MEDICINES</u> <u>REF NO: 12/2017</u> (3 Contract posts ending 31 March 2019) Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
<u>SALARY</u>	:	An all-inclusive remuneration package of R612 822 per annum [basic salary consists of 70% or 75% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma or equivalent NQF level 7 qualification in Commerce, Finance Project Management, Formal training in project management and project methodologies (e.g. Projects in Controlled Environments Version 2

(PRINCE 2) or Project Management Body of Knowledge (PMBOK), At least 3 years experience in project management, and demonstrated experience of having successfully rolled out a change process, ideally in government or other complex organisational environment, Experience in an agile project management/development environment, and/or conducting user acceptance testing will be an advantage, Knowledge of project management concepts, Understanding of stakeholder management and change management processes, Knowledge of Agile processes and programme management concepts, nomenclature and role management, *Good change management, problem solving, interpersonal, planning, organisational, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills, Ability to work independently and work as a team, Willingness to travel extensively as required, A valid driver's licence.

DUTIES : Conceptualise and scope projects, Facilitate draft documents of project objectives with the technical lead, Prepare stakeholder analysis, feasibility and impact analyse, Define and plan projects, Define projects governance, Define projects communication requirements and change management requirements, Launch and execute project, Brief stakeholders and communicate responsibilities, Implement change management protocol to ensure project acceptance, Manage project performance, Conduct regular reviews of project performance with project cycle, Monitor milestone achievements and deliverables, with relevant escalation where risks are identified, Present and hand-over project deliverables, Present deliverables to relevant stakeholders with supporting documentation, Documents change requirements and consider input for improvements, Risk management, Comply with necessary operational plans, work plans and reporting requirements.

ENQUIRIES NOTE : Ms K Jamaloodien Tel no: (012) 395 8530
: Short-listed applicants will be required to complete a technical assessment during the interview process.

POST 06/35 : **ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: BUSINESS ANALYST REF NO: NDOH 8/2017**
(Contract post ending 31 March 2019)
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund)

SALARY CENTRE REQUIREMENTS : R311 784 per annum (plus 37% in lieu of benefits).
: Pretoria.
: A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Computer Sciences, with professional communication as an added advantage, At least two (2) years relevant experience, Knowledge of business techniques and processes, business analysis and modelling, monitoring and evaluation, quality control as well as business knowledge management, Skills required: good communication and reporting (verbal and written), problem solving, interpersonal, customer orientation, negotiation, facilitation and elicitation process mapping, planning, organising, administrative and computer skills (MS Office packages), Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.

DUTIES : Analyse business processes of the unit to improve service delivery, Support matrix management with mapping of unit's dependencies and reporting requirements, Develop and maintain shared document repository for the Affordable Medicines Directorate, Ensure implementation of naming, version control and change control conventions for all documents in the shared repository, Conduct communication quality control for all units, Analyse all units' reporting requirements and communication output processes, Monitor and evaluate quality control for all units, Maintain register of monitoring and reporting requirements for the Directorate, Maintain knowledge management plan and risk management plan.

ENQUIRIES NOTE : Ms K Jamaloodien Tel no: (012) 395 8530
: Short-listed applicants will be required to complete a technical assessment during the interview process.

POST 06/36 : **ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: DATABASE ADMINISTRATOR REF NO: NDOH 9/2017**
(Contract post ending 31 March 2019)
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund)

SALARY : R311 784 per annum (plus 37% in lieu of benefits).

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Information Systems or Computer Sciences, At least two (2) years relevant experience, Knowledge of master data management protocols and techniques, Knowledge of industry standards, legislation and best practices relating to information and communication technologies, Good communication (verbal and written), skills in programming e.g. SQL, problem solving, project management, risk management, detail oriented, planning, organising, administrative and computer skills (MS Office packages), Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.
<u>DUTIES</u>	:	Develop master data quality review schedule, Maintain Master Data Library for all master data owned by Affordable Medicines Directorate*Conduct master data quality reviews for the Directorate, Review data for accuracy, validity, reliability, relevance, completeness and conduct data quality audits according to defines protocols, Execute master data quality maintenance and improvement actions, Develop draft change requirements, understanding user requirements and scope of impact, Ensure availability of master data sources, Maintain checklist for availability of master data sources, including electronic and hard-copy version of contract information, Maintain register of the Directorate data users, Develop register of all users contributing to data as well as all users accessing data or reports associated with the Directorate, Maintain knowledge management plan and risk management plan.
<u>ENQUIRIES</u>	:	K Jamaloodien Tel no: (012) 395 8530
<u>NOTE</u>	:	Short-listed applicants will be required to complete a technical assessment during the interview process.
<u>POST 06/37</u>	:	<u>ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: QUANTITATIVE ANALYST 2 POSTS REF NO: NDOH 10/2017</u> (Contract post ending 31 March 2019) Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund)
<u>SALARY</u>	:	R311 784 per annum (plus 37% in lieu of benefits).
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A Bachelor's Degree of Science or Commerce with Mathematics, Information Technology, A Bachelor's Degree in Actuarial Sciences or Statistics will be an added advantage, At least two (2) years relevant experience, Knowledge and proficiency in statistics, forecasting and planning methods with an understanding of their operational impact, Good understanding of big data techniques, Good communication (verbal and written), quantitative, problem solving, interpersonal, negotiation, planning, organising, administrative and computer skills (MS Office packages), Proficiency in data-mining and visual analytics, Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.
<u>DUTIES</u>	:	Conduct data acquisition and data governance, Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality, Develop analytical outputs, Compile baseline statistical trend analyses and forecast including trends in demand and supply, competition and other market-related research, Compile analytical requirements of the units, Develop draft report structure or metrics, understanding audience requirements and role profiles, Present and hand-over project deliverables, Present deliverables to business unit, with clear supporting documentation, Maintain knowledge management plan and risk management plan.
<u>ENQUIRIES</u>	:	Ms K Jamaloodien Tel no: (012) 395 8530
<u>NOTE</u>	:	Short-listed applicants will be required to complete a technical assessment during the interview process.