

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 NOTE** : Ms N Sombinge
- : 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. (certification should not be older than three months) 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.

MANAGEMENT ECHELON

- POST 07/41** : **CHIEF FINANCIAL OFFICER REF NO: NDOH 15/2017**
Chief Directorate: Pharmaceutical Trade and Product Regulation.
Directorate: South African Health Products Regulatory Authority (SAHPRA).
- SALARY** : An all-inclusive remuneration package of R1 068 564 per annum [basic salary consists of 70% 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 Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Postgraduate qualification in Financial Management or relevant NQF level 7 degree with completed articles, A professional registration as a Chartered Accountant is strongly recommended, A minimum of ten (10) years experience in financial management at senior managerial level, Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA)/GRAP and all relevant legislations including proven experience. Experience in supply chain management within a trading entity, Ability to implement internal systems and controls to ensure sound financial management, and other resource management practices, Skilled in MS office, Pastel financial systems, VIP Payroll and HR system and Internet, Knowledge of Job Evaluation and Organisational Development principles and procedures, Good leadership and management skills, Good track record in preparation and management of strategic plans, business plans and budgeting, Good communication (verbal and written), strategic and business planning, analytical, change management, organisational awareness, assertiveness, ethical behaviour and financial, cost and management accounting skills, Problem solving and conflict management skills, A driver's licence.

- DUTIES** : Provide strategic leadership with regards to financial management, Provide strategic direction and leadership to the cluster and ensure focus on strategic imperatives from a financial perspective, Provide sound financial management , advice and support, Ensure the execution of all duties of the CFO implicit and implied in the PFMA, relate to reporting, budgetary control, transference of assets and liabilities, and other financial matters, Oversee the planning and budgeting process, Provide inputs into the formulation of the medium term objectives, policies and strategies in support of the strategic and operational plans of the entity, Ensure that all reporting requirements are met, Monitor the submission of monthly reports, detailing the actual and projected revenue and expenditure of SAHPRA/MCC, Ensure an effective risk management system, Undertake a risk assessment and implement and maintain an effective risk management strategy, Ensure resources are managed effectively and performance measured, Effective, efficient and economical use of financial and other resources, Prevent unauthorised, irregular and fruitless and wasteful expenditure, Manage and mentor staff reporting to the CFO and administer their performance management system.
- ENQUIRIES** : Dr T Pillay Tel no: (012) 395 8170/1
- CLOSING DATE** : 13 March 2017 Closing Time: 12:00 Mid-Day
- POST 07/42** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT-SAHPra REF NO: NDOH 14/2017**
Chief Directorate: Pharmaceutical Trade and Product Regulation
Directorate: Human Resources Management
- SALARY** : An all-inclusive remuneration package of R898 743 per annum [basic salary consists of 70% 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 Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent NQF level 7 qualification in Human Resources Management, Registration as Chartered or Master Human Resources Practitioner with the South African Board for People Practice will be an advantage, A minimum of five (5) years experience in a Human Resource Management or related environment at middle/senior level, Extensive understanding of and experience in Human Resource Administration, Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulation, Labour Relations Act, 1995 (LRA), White Paper on Transformation of the Public Service Act and Batho Pele, Public Service Regulations, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act and Human Resources Systems, Good co-ordination and leadership, people management, communication, problem solving, statistical analysis, budgeting, time management, strategic planning, HR policy and procedure, diversity management, project and financial management, planning and organisation skills, A driver's licence.
- DUTIES** : Develop and manage the implementation of HR strategy, Review the annual business strategy and develop an HR strategy that supports achievement of the business strategy, Provide a platform for sound employee relations, Ensure that departmental practices are legislatively correct and employee sensitive, Provide a progressive and optimised learning environment within the department in developing, managing and monitoring of the departmental training and development strategy, Ensure overall departmental compliances with human resources legislation framework, policies and sound human resources practices, Manage the implementation of effective protocols for the organisation, Manage the administration of service benefits/rewards and payroll matters, Manage leave, long service recognition and PILIR, Ensure effective and efficient recruitment, selection, appointment and retention strategy are in place, Manage the implementation of HR policies and procedures with all organisational staff, Recruit and appoint the organisation staff in line with the HR plan, Ensure the management of organisational development and job evaluation support services, Ensure the work-study investigations is conducted, Manage the development of organisational structure and post establishment, Manage the development of job description, grading of positions are in line with the organisational development prescripts, Management of resources, Conduct research on labour relations and planning on health sector, Develop the annual HR budget in line with the overall business strategy and the HR strategy, Manage risk, audit queries within the area of work,

Develop and implement risk management plan, Implement risk strategy, Monitor and adjust plan for new risks, Respond to audit queries.
ENQUIRIES : Dr J Gouws Tel no: (012) 395 8003/8032
CLOSING DATE : 13 March 2017 Closing Time: 12:00 Mid-Day

POST 07/43 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: NDOH 17/2017**
South African Health Products Regulatory Authority (SAHPRA)

SALARY : An all-inclusive remuneration package of R898 743 per annum [basic salary consists of 70% 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 Senior Management Service Guidelines.

CENTRE : Pretoria.

REQUIREMENTS : A four year Bachelor's Degree or equivalent NQF 7 qualification in Computer Science or Information Technology related qualification, At least five (5) years experience at middle/senior managerial level, Experience in social statistics, databases and in full scope IT service management is required, Knowledge of systems architecture, database systems, software, IT support cloud hosting approaches and requirements, Knowledge of the Public Finance Management Act and related Regulations, IT hardware and software, system and network setup and maintenance, database development and management skills, Good communication (verbal and written), statistical, budgeting, people management, problem solving, time management, strategic planning, leadership, organising, co-ordination and diversity management skills, A valid driver's licence.

DUTIES : Develop and manage the implementation of Information Communication Technology (ICT) policies and procedures, Draft ICT policies in line with good practice and manage the communication of ICT policies and procedures to all users, Manage ICT support provision to system users, Manage service level agreements with providers of outsourced IT services in line with approved IT strategy and budget, Develop and manage ICT budget, Monitor and manage spend of the budget in line with the business requirements, Report on progress and performance against budget, Manage human resources/staff, Manage the performance of all staff by developing performance contracts and providing staff with regular feedback on their performance against the defined expectation, Management of risk and audit queries.

ENQUIRIES : Dr J Gouws Tel no: 012 395 8003/8032
CLOSING DATE : 13 March 2017 Closing Time: 12h00 Midday

OTHER POSTS

POST 07/44 : **SENIOR PHARMACEUTICAL POLICY SPECIALIST REF NO: NDOH 16/2017**
Contract post ending 31 March 2019
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines

SALARY : R858 063 per annum. A B-Pharm Degree, current registration as a Pharmacist plus a minimum of seven (7) years relevant experience after registration as a Pharmacist with the SAPC. Originally certified certificates of service must be submitted with your application as well as proof of current registration as a Pharmacist.

CENTRE : Pretoria

REQUIREMENTS : Qualification and years of experience required are indicated above Experience must include project management, working in transversal/framework contracting and health economic related sectors will be an advantage, Knowledge of quantitative skills including demand forecasting and planning, PFMA, Financial/budget planning, Project Management, Medicines and related Subsistence's Act and Pharmacy Act, Familiar with the content of the General Conditions of Contract, contractual and legislative contexts, including knowledge of good governance and knowledge of monitoring and evaluation practices and protocols, Good leadership, planning, problem solving, organizational, computer (MS Word, MS Powerpoint), assertiveness and negotiation, interpersonal and communication (verbal and written) skills, Willing to travel regularly and work long and irregular hours, A valid driver's licence.

DUTIES : Manage, develop and execute plans to ensure contracts for pharmaceuticals and related services awarded in a timely manner, Manage the development of

specifications and estimate of supply requirements for contracting processes using relevant analytics, Manage the development of conditions of award and conditions of contract inputs for contracting processes, Manage evaluation of Bids and contracting of successful suppliers, Manage technical secretariat support to the specification and evaluation committees, Manage of risk and audit queries.

ENQUIRIES : Ms K Jamaloodien Tel no: (012) 395-8530
CLOSING DATE : 13 March 2017 Closing Time: 12:00 pm Mid – Day
NOTE : Short-listed applicants will be required to complete a technical assessment during the interview process.

POST 07/45 : **MEDICINES CONTROL OFFICER REF NO: NDOH 18/2017**
Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation.
Directorate: Clinical Evaluations and Trials. Clinical Trials Unit

SALARY : Grade 1: R493 965 per annum. A four-year degree in Pharmacy.
Grade 2: R573 264 per annum. Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience
Grade 3: R655 464 per annum. Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience.
Salary grade will be determined in accordance with the above requirements as per the OSD. Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.

CENTRE : Pretoria
REQUIREMENTS : Qualification and years of experience required are indicated above, Good understanding of the conduct and control of clinical trials, Knowledge and application of the Medicines and Related Substances Act 101 of 1965 and related regulations with respect to the regulations of medicines in terms of quality, safety and efficacy, Good communication (verbal and written), planning, organising, interpersonal, supervisory, report writing, presentation and computer skills (MS Office packages), High degree of dedication and accuracy, Ability to work independently, Must be willing to travel and work irregular hours.

DUTIES : Review clinical trial applications and applicant responses, Prepare committee and council documents , Supervise administrative staff and attend to queries addressed to the clinical trials unit , Minute clinical trials committee proceedings as well as execute clinical trials committee recommendations and Medicine Control Council (MCC) resolutions, Develop Standard Operating Procedures (SOPs) for conducting clinical trials as well as related policies and guidelines, Technical screening and allocation of new clinical trial applications, Review applications and any other clinical trial correspondence, Liaise with applicants and committee members, Co-ordinate clinical trial activities and committee meetings, Co-ordinate and keep records of clinical trial related activities, Attend CTC meetings, Investigate and attend to pharmaceutical industry applicants' queries, Perform other functions that may arise from time to time, Management of risk and audit queries.

ENQUIRIES : Mrs P Nkambule Tel no: (012) 395 8126/9547/9470
CLOSING DATE : 06 March 2017 Closing Time: 12h00 Midday

POST 07/46 : **MEDICINES CONTROL OFFICER REF NO: NDOH 19/2017**
Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation.
Directorate: Clinical Evaluations and Trials. Clinical Post Registration Unit

SALARY : GRADE 1: R493 965 per annum. A four-year degree in Pharmacy.
GRADE 2: R573 264 per annum. Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience
GRADE 3: R655 464 per annum. Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience.
Salary grade will be determined in accordance with the above requirements as per the OSD. Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.

CENTRE : Pretoria
REQUIREMENTS : Qualification and years of experience required are indicated above, Knowledge and application of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) and related Regulations with respect to the regulation of medicines in terms of quality, safety and efficacy, Knowledge of database management will be an advantage, Good communication (verbal and written), planning, organising,

interpersonal, supervisory, report writing, presentation and computer skills (MS Office packages), A high degree of dedication and accuracy, Ability to work well independently, Willingness to travel and work irregular hours.

DUTIES : Evaluate package inserts and patient information leaflets as well as perform regular updates as per council decisions, Prepare a report for the Clinical Committee and allocate applications to reviewers, Allocate and review applicants' responses, Prepare committee and council documents including minutes and resolutions, Supervise administrative staff, Attend to queries, Screen incoming post from applicants, Minute clinical committee proceedings and execute clinical committee recommendations and Medicines Control Council (MCC) resolutions, Develop Standard Operating Procedures (SOPs) as well as related policies and guidelines, Provide technical advice and information to all stakeholders, Perform other functions that may arise from time to time.

ENQUIRIES : Mrs P Nkambule Tel no: (012) 395 8126/8177/9470

CLOSING DATE : 06 March 2017 Closing Time: 12h00 MIDDAY

POST 07/47 : **EPIDEMIOLOGY AND SURVEILLANCE OFFICER REF NO: NDOH 20/2017**
Chief Directorate: Health Information Management Monitoring and Evaluation.
Directorate: National Health Information System

SALARY : R211 194 per annum (plus competitive benefits).

CENTRE : Pretoria

REQUIREMENTS : A three year Bachelor's Degree/National diploma/equivalent NQF 6 qualification in Health Sciences, At least one (1) year experience in management of large database, Knowledge of health surveillance system, Good communication (verbal and written), interpersonal, planning, organising and computer skills (MS Office packages), A valid driver's licence.

DUTIES : Management of birth, death and morbidity data and reporting, Manage the collection, collation, validation, plausibility and analysis of notification data from provinces and maintain national database, Support National Outbreak Response Team activities, Provision of data management support to provinces during outbreaks which include development of all data collection tools, field work, data analysis and report writing and ensuring that outbreak are contained, Compiling of the News-Flash and Statistical publications, Literature review, data analysis, write and edit publication, Technical support to National Department and Provincial Departments of Health, Clusters and Directorate, Provide training on basic epidemiology and statistics and outbreak preparedness and response to strengthen the epidemiology system among Department of Health.

ENQUIRIES : Mr M Cabuko Tel no: (012) 395 9663

CLOSING DATE : 06 March 2017 Closing Time: 12h00 MIDDAY