

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** : 20 March 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.
Erratum: Please note that the following posts, advertised in PSVC No 07: Director–Human Resources Management, Ref No: NDOH 14/2017 (DPSA post No: 07/42); Chief Financial Officer; Ref No: NDOH 15/2017 (DPSA post No: 07/41) and Director–Information Communication Technology, Ref No: 17/2017 (DPSA post No: 07/43), have been withdrawn.

OTHER POSTS

- POST 09/24** : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 30/2016**
Chief Directorate: Health Sector Bargaining. Directorate: Employment Relations and Workplace Support
- SALARY** : An all-inclusive remuneration package of R726 276 per annum (basic salary consist of 70% OR 76% 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 the Middle Management Service guidelines.
- CENTRE REQUIREMENTS** : Pretoria
A three year Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Labour Relations/ Human Resources/ B Com or Law, At least five (5) years working experience in initiating and chairing disciplinary hearings, conducting investigations and negotiations, Knowledge and understanding of Labour Relation legal framework, dispute resolution processes, policy development and implementation, Good communication (verbal and written), planning, problem solving, conflict management, leadership, organisational, presentation, financial management, time management, negotiation and computer skills (MS Office packages), A valid driver's licence.
- DUTIES** : Receive and record complaints and grievance submitted to the directorate, Maintenance of discipline in the workplace, correction of unethical, unlawful and unacceptable behavior, Conduct investigation on all reported incidents, Manage the Employment Relations Unit, Organise and manage records and statistics of all grievance and misconduct, Manage externally referred disputes, Record all externally referred disputes in the register and allocate representatives to all disputes, Management of risk and audit queries.
- ENQUIRIES** : Adv M T Ngake Tel no: (012) 395 8621

- POST 09/25** : **PHARMACIST GRADE I: PHARMACOVIGILANCE REF NO: NDOH: 27/2017**
(Contract Ends 31st March 2019)
Chief Directorate: SSF: Global Fund HIV Aids. Directorate: HIV and AIDS
- SALARY** : Grade 1: R574 041 per annum. A Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. No experience needed after registration as Pharmacist with the SAPC in respect of SA qualified employees. Originally 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, (Act 101 of 1965). Experience in the medicine regulatory environment will be an advantage, Good leadership, initiative, innovative thinking, report writing, presentation, communication (written and verbal) and computer skills, High degree of dedication and accurate work, Ability to work independently, A valid driver's license.
- DUTIES** : Coordinate Pharmacovigilance (PhV) clusters in the province, Ensure that monthly meeting take place and give feedback to National Pharmacovigilance Centre (NPC) and Provincial DOH, Facilitate and coordinate training in Pharmacovigilance in the province, Ensure that hospitals/clinics have an adequate supply of ADR forms, Establish Pharmacovigilance centres and committees in the province, Maintain existing clusters and establish new clusters, Communicate Pharmacovigilance matters with the NPC, Ensure Pharmacovigilance reporting and feedback to and from cluster and NPC.
- ENQUIRIES** : Mr M Dheda Tel no: (012) 395 8176
- POST 09/26** : **FORENSIC ANALYST GRADE REF NO: NDOH 28/2017**
Chief Directorate: Forensic Chemistry Laboratory. Directorate: Forensic Pathology Services
- SALARY** : Grade 1: R262 020 – R299 592 per annum as per OSD
- CENTRE** : Pretoria
- REQUIREMENTS** : A BSc Degree with Chemistry as a major subject/National Diploma in Analytical Chemistry, At least one (1) year experience in Analytical Chemistry would be an advantage, Knowledge of the types and uses of analytical equipment such as a gas chromatograph (GC), high performance liquid chromatograph (HPLC), mass spectrometer, ion chromatograph, spectrophotometer and atomic absorption spectrophotometer, Knowledge of analyses of biological tissue and biological fluids in terms of the Criminal Procedure Act 51 of 1977, as well as foodstuffs and cosmetics in terms of the Foodstuff, Cosmetics and Disinfectants Act, Act 54 of 1972, and Health and Safety Act, Good communication (verbal and written), computer (MS Word, MS Excel and MS Power-Point), facilitation, analytical and interpersonal skills, Ability to work under pressure, as part of a team and to handle confidential information, A valid driver's licence.
- DUTIES** : Prepare samples for analysis which includes activities such as grinding, weighing, chemical treatment, heating, filtration, evaporation, distillation, digestion (wet, dry, microwave), solid phase extraction, Conduct statistical evaluation and interpretation of statistical data, Conduct analysis of samples by means of certain processes and methods including, but not limited to GC, HPLC, wet chemistry etc, Maintain chain of custody, Interpret analytical data and calculate results by means of mathematical formula, Reporting results to supervisor, Compile an analysis report and present accurate court testimony.
- ENQUIRIES** : Ms K Tholo Tel no: (012) 442 0860
- NOTE** : A practical test will be conducted on the day of the interview to determine the ability of the candidate.
- POST 09/27** : **SENIOR SECURITY OFFICER REF NO: NDOH 29/2017**
Office: Chief Directorate: Security Services. Directorate: Physical Security
- SALARY** : R171 069 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 1 year certificate/diploma in security management or related qualifications, Registration with PSIRA Grade C, At least two (2) years experience in a security environment, Knowledge and application of security related policies/guidelines, Minimum Information Security Standards (MISS), Occupational Health and Safety (OHS), Public Service Act, contingency plan with regards to emergencies and participate in evaluation drills and fire prevention, Good communication (written and verbal), decision-making, telephone, client

relations, report writing and problem solving skills, Computer literacy, Must be prepared to work nightshifts, overtime and weekends.

DUTIES

: Ensure compliance to security procedure, Miss Document and applicable legislation within the public services, Investigation of security breaches, Compile reports regarding security breach incidents for the attention of the Security Manager, Handle all performance and administrative duties of operational security, Compile all relevant security registers required in terms of security regulations and procedures, Monitoring and implementation of Control of Access to Public Premises Act within the department, Ensure that access control measures are strictly applied and compiled with, Maintain good work relations with security regulating institutions and NGO's, Ensure that communications with stakeholders is maintained, Supervision of operation security personnel, Draft work plans with subordinates and agree upon work plan.

ENQUIRIES

: Mr LL Mashalane Tel no: (012) 395 8613