

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).

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms N Sombinge
<u>CLOSING DATE</u>	:	27 March 2017 Closing Time: 12:00 Mid-day
<u>NOTE</u>	:	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

<u>POST 10/07</u>	:	<u>DEPUTY DIRECTOR: PHARMACOVIGILANCE TB REF NO: 32/2017</u> Contract Post – ending 31 March 2019 Chief Directorate: SSF: Global fund HIV/AIDS. Directorate: National Pharmacovigilance
<u>SALARY</u>	:	An all-inclusive remuneration package of R726 276 per annum [basic salary consists 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 Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Life/Health Sciences, A post-graduate qualification with epidemiology experience and working with National Department of Health programmes will be an advantage, At least 3-5 years experience in the area of Pharmacovigilance locally and/or internationally on a junior management or supervisory level, Knowledge and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) and quality, safety and efficacy of medicines and Pharmacovigilance, the SA National TB Programme and current TB epidemiological landscape, and of planning and implementing Pharmacovigilance TB programmes with Donors/NGO's and other stakeholders, Experience in producing clear and accurate reports, reviews, presentations, educational/training materials, SOP's and other documents in Pharmacovigilance TB programmes and training, Good innovation, initiative, leadership, presentation, report writing, communication (written and verbal) and computer (MS Excel, MS Word, MS Powerpoint and use of data bases) skills, Ability to work in a team, Must be willing to travel and work irregular hours, A valid driver's licence.
<u>DUTIES</u>	:	Oversee the decentralisation of the Pharmacovigilance TB programme, Provide advice on collaborate with specialized units and academia to carry out pharmaco-epidemiologic or cohort studies on new or specific ADRs of national interest, based on national ADR trends from aggregate data, Facilitate and coordinate Pharmacovigilance TB training in the provinces, Prepare orientation of new Pharmacovigilance TB system members, Establish Pharmacovigilance TB systems/structures in the provinces, Represent NDOH Pharmacovigilance centre for public health programmes agenda at the provincial Pharmacovigilance Therapy Committee (PTC), Support and conduct the existing studies in TB Pharmacovigilance to generate safety information for treatment programmes, Communicate Pharmacovigilance TB findings with the NPC through presentation and publication, Collect and analyse data in research for national

Pharmacovigilance, Conduct statistical analyses and provide insight into interpretation of results.

ENQUIRIES : Mr M Dheda Tel no: (012) 395 8176

POST 10/08 : **ASSISTANT DIRECTOR: COMPREHENSIVE CARE MANAGEMENT TREATMENT (CCMT) REF NO: NDOH 35/2017**
Chief Directorate: HIV AND AIDS. Directorate: Comprehensive Care Management Treatment

SALARY CENTRE REQUIREMENTS : R389 145 per annum (plus competitive benefits)
: Pretoria
: A appropriate three year Bachelor's degree/Diploma or equivalent NQF 6 qualification in Health Sciences, A post basic degree/diploma in Community/Primary Health Care, At least three (3) years experience in nursing, or Primary Health Care and in managing children infected and/or affected by HIV and AIDS and/or TB, Knowledge and experience in Primary Health Care System, managing children infected and or affected by HIV/ AIDS and TB, knowledge of HIV and AIDS and STI National Strategic Plan, Training in integrated Management of Childhood Illness Strategy (IMCI), Good understanding of Comprehensive HIV and AIDS Management, Care, Treatment and support plan for children and adolescents skills, Ability to identify, support researchable areas and utilise findings, Ability to develop and analyse policy guidelines, Ability to communicate effectively with NGO's and other stakeholders, Good interpersonal relations, communication (written and verbal), organisation, planning and computer literacy skills, A valid driver's licence.

DUTIES : Coordinate child health aspect of managing HIV infected and or exposed children and or TB at Primary Health Care level, Support provinces with implementation of the paediatric CCMTS including capacity building, Liaison with the stakeholders, Support programmes with children made vulnerable or orphaned due to HIV and AIDS, Collaborate with stakeholders to strengthen provision of paediatric HIV and TB services, Develop appropriate intervention plans to strengthen the demand side, Improve and maintain the quality of care provided to children with HIV/AIDS and TB, Coordinate and monitor implementation of the guidelines for the management of HIV infected/exposed children including TB, Improve the implementation of child CCMT programme, Coordinate implementation of HIV and TB Guidelines for Children and Adolescents, Management of risk and audit queries, Initiate and coordinate risk management and audit activities for CCMT programme.

ENQUIRIES : Ms N Mazibuko Tel no: (012) 395 8735

POST 10/09 : **RADIOGRAPHER GRADE I: MBOD REF NO: NDOH 31/2017**
Chief Directorate: CCOD and Occupational Diseases. Directorate: Medical Bureau for Occupational Diseases

SALARY CENTRE REQUIREMENTS : Grade 1: R 304 461 – R 348 120 per annum (plus competitive benefits) as per OSD
: Johannesburg
: A National/National Higher Diploma in Diagnostic Radiography or B.RAD/B-Tech Degree in Diagnostic Radiography Registration with the Health Professional of South Africa (HPCSA) as a Diagnostic Radiographer, At least three (3) year experience as a Diagnostic Radiographer, Knowledge of diagnostic procedures in accordance with required competencies, radiation protection and correct Kilovoltage (kVp) and Milliampereseconds (mAs) selection, quality control and As Low As Reasonably Attainable (ALARA) principles, health and safety policies, departmental training and facilities, and of provisioning procedures and Quality Assurance (QA) procedures, Good communication (verbal and written), patient support, first aid, darkroom or film processing, planning, organisational, conflict and personnel management, problem solving and decision making, pattern recognition and x-rays QA evaluation, and research skills, Ability to treat patients with empathy and according to department protocols, and to assist in special procedures.

DUTIES : Perform clinical radiographic work, while ensuring quality service delivery and radiation protection on patients accessing benefit medical examinations at the MBOD, Perform unit's quality control tests daily, monthly, quarterly and yearly, Compile statistic system for number of ex-mine workers accessing benefit medical examinations, Management of risk and audit queries, Perform administration duties for the job, Register patients as and when x-rays are performed, Complete all prescribed and implemented quality control procedure forms and tables for record keeping.

ENQUIRIES : Ms R Setuke Tel no: (011) 356 5607

POST 10/10 : **SENIOR LOGISTICS OFFICER: PAYMENTS REF NO: NDOH 33/2017**
Chief Directorate: Supply Chain Management Directorate: Supply Chain and Asset Management

SALARY : R262 272 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B-Degree, National Diploma or equivalent qualification on NQF level 6 in Financial Accounting/Logistics Management or Supply Chain Management, At least three (3) years experience in the public sector's logistics environment with two (2) years on the level of Chief Logistical Clerk (level 7), Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government Policies, LOGIS, Basic Accounting System, transversal contract RT15-2016, PPPFA and the departmental procurement policy, and understanding of all government's procurement processes as well as acts and regulations pertaining to the Supply Chain Management environment, Good communication (written and verbal), computer (MS Word and Excel), problem solving, accuracy, supervisory and leadership skills, Ability to work independently and under pressure, Valid driver's licence.

DUTIES : Monitoring the timely opening of new voice and data contracts, Upgrading of contracts as well as the timely closing/delinking of accounts, Administer cellular and data spending on spend manager, Monitor expenditure patterns through Spend Manager and address spending that is not in line with policy, Ensure that all invoice and data contracts are paid timely, Keep schedule of all voice and data invoices received, Verify that all invoices are scanned onto ITS and approve that the invoices were correctly loaded, Perform monthly reconciliations of amounts paid to suppliers versus invoices received, Compile quarterly inputs on commitments, Compile monthly journals to post cellular and data expenditure, Investigate any unknown contracts appearing on the Enterprise Bundle Account, Final authorize payments on LOGIS, Manage human resources, Ensure that all staff have job descriptions and signs annual PMDS agreements timely, Quarterly evaluation of staff, Ensure proper leave planning.

ENQUIRIES : Ms M Moraba Tel no: (012) 395 8998

POST 10/11 : **SENIOR LOGISTICS OFFICER: WAREHOUSE REF NO: NDOH 34/2017**
Chief Directorate: Supply Chain Management Directorate: Supply Chain and Asset Management

SALARY : R262 272 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B-Degree, National Diploma or equivalent qualification on NQF level 6 in Financial Accounting/Logistics Management or Supply Chain Management, At least three (3) years experience in the public sector's warehouse environment with two (2) years on the level of Chief Logistical Clerk (level 7), Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government Policies, LOGIS, Basic Accounting System, Inventory Management Guidelines, PPPFA and the departmental procurement policy, and understanding of all government's procurement processes as well as acts and regulations pertaining to the Supply Chain Management environment, Good communication (written and verbal), computer (MS Word and Excel), problem solving, accuracy, supervisory and leadership skills, Ability to work independently and under pressure, Valid driver's licence.

DUTIES : Implement controls on inventory and consumables, Identify redundant/expired inventory and consumables and ensure the disposal thereof, Provide assistance to all warehouses with the management of the inventory and perform monthly inspections to ensure that inventory processes are adhered to, Quarterly stock counts at all warehouses, Investigate any losses on inventory after stock counts, Manage human resources, Ensure that all staff have job descriptions and signs annual PMDS agreements timely, Quarterly evaluation of staff, Ensure proper leave planning, Monitor staff performance, Manage logistics warehouse.

ENQUIRIES : Ms M Moraba Tel no: (012) 395 8998