

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** : 24 April 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.

MANAGEMENT ECHELON

- POST 14/09** : **LEGISLATIVE DRAFTER AND RESEARCHER: LEGAL SERVICES REF NO: NDOH 39/2017**
Branch: Corporate Service. Directorate: Legal Services
- 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 legal qualification, Admission as an Advocate or Attorney will be an advantage, At least five (5) years post-qualification experience of which three (3) years must be at a middle management level in a legal services environment, Legal research and legislative drafting (Regulations, Executive Acts, International Agreements, Memoranda of Understanding and other legal instruments), Knowledge of the South African Constitutional Law, Administrative Law, Promotion of Administrative Justice Act, 2000, Promotion of Access to Information Act, 2000 and Civil Procedures, Knowledge of and experience in the understanding of the South African Law and Regulatory Framework, Knowledge of the Public Finance Management Act, 1999 (PFMA), human, physical and financial resources management, A creative thinker, Client orientated, Honesty and integrity, Good managerial, planning, co-ordination, problem solving, analytical, communication (written and verbal), interpersonal and computer skills, Willingness to travel frequently and work long and irregular hours, Ability to work independently and well under pressure yet function as part of a team, Valid driver's licence.

DUTIES : Provide legal advisory service to the Department and Ministry, Draft legislation administered by the Department including regulations, Scrutinize all legal documents including contracts and Memorandum of Understanding (MoUs) with a view to identify legal risks and mitigate or eliminate the same, Draft international agreements, Manage litigation for and against the Department with a view to minimize litigation against the Department, Effective and efficient management of human, physical and financial resources within the directorate.

ENQUIRIES : Adv MJ Mantsho Tel no: no (012) 395 8458/8492

OTHER POSTS

POST 14/10 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH (PORT HEALTH) 2 POSTS REF NO: NDOH 38/2017**
Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health

SALARY : Grade 1: R428 292 per annum as per OSD Originally certified certificates of service must be submitted with the application

CENTRE : Mpumalanga

REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner, At least eight (8) years experience in Environmental Health of which five (5) years must be in a supervisory capacity, Knowledge of Port Health, South African legislation, International Health Regulations and the Control of Communicable diseases, Good communication (written and verbal), management, administrative, financial, research, planning and computer skills (MS Office package), A valid driver's license.

DUTIES : Manage Port Health activities, Liaise and interact with all relevant role players, Monitor the inspection and clearance of conveyances, Manage imported and exported consignments under the appropriate legislation, Ensure the inspection, monitoring and sampling of imported foodstuffs, cosmetics, disinfectants, hazardous substances and medicine, Manage optimal use of resources, Monitor and regulate operational functions, Implement the International Health Regulations, Monitor the implementation of integrated vector control activities at Point of Entry.

ENQUIRIES : Mr O Jacobs Tel no: (012) 395 9417

POST 14/11 : **CHIEF HUMAN RESOURCES OFFICER REF NO: NDOH 37/2017**
Chief Directorate: Human Resources Management and Development. Directorate: Human Resources Administration

SALARY : R262 272 per annum (plus competitive of benefits).

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate, A compulsory PERSAL Personnel Administration certificate, At least two (2) to three (3) years experience at the level of Senior Human Resources Officer or equivalent salary level 7 which must include the extensive use of PERSAL, condition of service, appointments, structuring of MMS/SMS packages and compiling statistics, Experience in the use of Vulindlela and the interpretation of reports including PERSAL reports will be an advantage, Knowledge and experience in the application of Public Service Act, 1994 as amended, Public Service Regulations 2016, Public Service Coordinating Bargaining Council (PSCBC) Resolutions, Policy and Procedures on Incapacity Leave and Ill Health Retirement (PILIR) and all other relevant Human Resources policies and legislations, Basic knowledge of budgeting, Good communication (verbal and written), interpersonal, organizational, planning and computer skills (MS Office package), A valid driver's licence will be an added advantage.

DUTIES : Manage Human Resources Administration functions and practices e.g. signing of appointment letters, transfers, termination of service, condition of service, leave management and PERSAL, Implement job evaluations results, Develop and implement procedures and standards and interpret legislation, guidelines and circulars from the Department of Public Service and Administration, Make recommendations on appointments, condition of service, resettlement and long service awards, Give advice and monitor compliance on all matters pertaining to appointments, condition of service and the restructuring of the Middle Management Service and the Senior Management Service packages, Provide training and

development to junior colleagues, Provide statistics and inputs for annual reports, Approve transactions on PERSAL, Liaise with Senior Managers and provide Line Managers with advice and guidance regarding the application of prescripts, Participate in the budget preparations.

ENQUIRIES

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Mr D Morodi Tel no: (012) 395 8581