

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** : 29 May 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.

OTHER POSTS

- POST 19/23** : **DEPUTY DIRECTOR: TB QUALITY IMPROVEMENT REF NO: NDOH 43/2017**
Chief Directorate: TB Control and Management. Directorate: DOTS Strategy Coordination
- SALARY** : An all-inclusive remuneration package of R779 295 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** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences, At least three (3) years experience in health programme management and health information management on the level of Assistant Director or equivalent level, Clinical experience in the management of TB and HIV co-infected patients, Knowledge and understanding of the public health system and quality improvement methodology, Good communication (verbal and written), administrative, facilitation, project management, stakeholder management and computer skills (MS Office package), A valid driver's license.
- DUTIES** : Design and develop comprehensive quality improvement operational Plan, Provide on-going consultation and technical assistance to districts on the implementation, Ensure capacity development of staff at all levels, Update, print and disseminate reference guide and material for training participants, Ensure monitoring and evaluation of TB programme, Conduct regular monitoring and evaluation assessment against the operational plan, Develop standard data management operating procedures for quality improvement,

		Undertake performance appraisals of staff and monitor expenditure by reviewing financial reports, Ensure safekeeping of communication, reports and documents related to the quality improvement for TB.
<u>ENQUIRIES</u>	:	Ms Thilivhali Tshithavhane Tel no: (012) 395 8913
<u>POST 19/24</u>	:	<u>ASSISTANT DIRECTOR: TB QUALITY IMPROVEMENT REF NO: NDOH 42/2017</u>
		Chief Directorate: TB Control and Management. Directorate: DOTS Strategy Coordination
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum (plus competitive benefits)
	:	Pretoria.
	:	A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences, At least two (2) years experience in training or facilitation and health programme management, Clinical experience in the management of TB and HIV co-infected patients, Knowledge of quality improvement, health programme management and clinical management, Good communication (verbal and written), administrative, training/facilitation, project management, stakeholder management and computer skills (MS Office package), A valid driver's license.
<u>DUTIES</u>	:	Provide technical support to provinces and districts on the TB quality improvement, Ensure capacity development for all staff at all levels, Identify training needs on quality improvement and plan for retraining of staff, Ensure development and dissemination of job aides for facility staff, Provide technical support to district, Conduct support visits to priority districts to monitor quality improvement implementation, Proactively manage relationships with province, district, sub district and facility staff.
<u>ENQUIRIES</u>	:	Ms Thilivhali Tshithavhane Tel no: (012) 395 8913
<u>POST 19/25</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: NDOH 41/2017</u>
		Chief Directorate: Health Information Management Monitoring and Evaluation. Directorate: National Health Information Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (plus competitive benefits)
	:	Pretoria
	:	A Degree / National Diploma or equivalent qualification in Library Studies, At least 3 years experience as a librarian, Knowledge of Inmagic Genie web-based system, archive record management and public sector administration, Experience in government libraries, Good communication (written and verbal), cataloguing and classification, interpersonal and computer literacy (Microsoft Office package) skills, A valid driver's license.
<u>DUTIES</u>	:	Disseminate Information Centre information, Literature searches through systems and databases, Catalogue and classify library materials, Create serials database on Genie, Journal administration, Manage services rendered at the Information Centre, Promote information that is available on DoH website, Manage stock-control processes, Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Mr M Cabuko at Tel no: (012) 395 9663
<u>POST 19/26</u>	:	<u>FINANCE CLERK (11 POSTS) (12 MONTHS CONTRACT) REF NO: NDOH 44/2017</u>
		Chief Directorate: Financial and Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (plus 37% in lieu of benefits)
	:	Pretoria
	:	A Senior Certificate (Grade 12), A National Diploma in Finance related field will be an advantage, At least 1 year experience in finance related field, Knowledge of financial functions, practices as well as the ability to collect and capture data, Good communication (written and verbal), interpersonal and computer (Ms Word, Ms Excel and PowerPoint) skills.
<u>DUTIES</u>	:	Render financial accounting transactions, Perform salary administration support services, Perform bookkeeping support services, Render a budget support service, Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Mr S Mosupi, Tel no: (012) 395 9474

- POST 19/27** : **HUMAN RESOURCE CLERK (7 POSTS) (12 MONTHS CONTRACT) REF NO: NDOH 45/2017**
Chief Directorate: Human Resource Administration
- SALARY** : R152 862 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria.
REQUIREMENTS : Senior Certificate (Grade 12), A National Diploma in Human Resource related field will be an advantage, At least 1 year experience in Human Resource or related field, Working knowledge and understanding of HR related and public service legislative, Good communication (written and verbal), interpersonal and computer (Ms Word, Ms Excel and PowerPoint) skills.
- DUTIES** : Implement human resource administration practices;, Recruitment and Selection, Implement conditions of services, Performance management, Training and development, Termination of service.
- ENQUIRIES** : Mr S Mosupi Tel no: (012) 395 9474
- POST 19/28** : **SUPPLY CHAIN CLERK (11 POSTS) (12 MONTHS CONTRACT) REF NO: NDOH 46/2017**
Chief Directorate: Supply Chain Management
- SALARY** : R152 862 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12), A National Diploma in Supply Chain or Finance related field will be an advantage, A minimum of 1 year experience in Supply Chain Management, Ability to collect and capture data, Good communication (written and verbal), interpersonal and computer (Ms Word, Ms Excel and PowerPoint) skills.
- DUTIES** : Render asset management clerical support, Render demand and acquisition clerical support, Render logistical service support.
- ENQUIRIES** : Mr S Mosupi Tel no: (012) 395 9474
- POST 19/29** : **ICT SERVICE SUPPORT TECHNICIAN (15 POSTS) (12 MONTHS CONTRACT) REF NO: NDOH 47/2017**
Directorate: Information Communication Technology
- SALARY** : R152 862 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12), A National Diploma in IT related field will be an advantage, A minimum of 1 year working experience in ICT service support environment, Knowledge of computer hardware, software and peripherals, procedure and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software and knowledge of OSI model, Good communication (written and verbal), interpersonal and Microsoft Office package (Ms Word, Ms Excel and PowerPoint) skills.
- DUTIES** : Provide desktop support and troubleshooting, Administration of logged calls, Support ICT projects, Liaison with IT service providers, Manage risk and audit queries
- ENQUIRIES** : Mr S Mosupi Tel no: (012) 395 9474