

## DEPARTMENT OF HEALTH

*It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

- 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 M Shitiba
- CLOSING DATE** : 11 December 2017 12:00 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 47/17** : **TECHNICAL ASSISTANT (PRIMARY HEALTH CARE) (3 YEAR CONTRACT)**  
**REF NO: NDOH 66/2017**
- SALARY** : An all-inclusive remuneration package of R948 174 per annum [basic salary consist of 70% of total package, the State's contribution to the Government Employees' Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Chief Directorate: District Health Services. Pretoria.
- REQUIREMENTS** : A Bachelor's degree/NQF 7 or equivalent qualification in Primary Health Care. A post-graduate qualification in Public Health will be an advantage. At least five (5) years' experience at a middle/senior management level which is inclusive of human resources/personnel management, project management, and information management. Knowledge and understanding of the District Health Services (DHS), financial policies guided by Treasury Regulations as well as knowledge of Human Resource processes, practises, strategic capability and leadership. Good communication (written and verbal), project management and co-ordination with other units of the Department. Ability to work independently and under pressure. A valid driver's licence.
- DUTIES** : Implement the perfect permanent teams for Ideal Clinic Realisation and maintenance (ICRM) in the provinces. Implement the establishment and monitoring of the ward based primary health care outreach teams. Support the

development of the district health plans. Collaborate with other units in the implementation of all three streams of PHC reengineering. Coordination of development partners that support the district health services. Management of resources in support of the ICRM programme.

**ENQUIRIES** :

Mr RW Morewane at Tel no (012) 395 8757

#### **OTHER POSTS**

**POST 47/18** :

**ASSISTANT DIRECTOR: MEDICAL MALE CIRCUMCISION QUALITY ASSURANCE (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: NDOH 68/2017)**

**SALARY CENTRE REQUIREMENTS** :

R334 545 per annum (plus 37% in lieu of benefits)  
Directorate: Medical Male Circumcision. Pretoria  
A Bachelor's Degree in Health Science. At least one (1) year experience in conducting External Quality Assurance (EQA), Internal Quality Assurance (IQA), Data Quality Assurance (DQA) and Continuous Quality Improvement (CQI). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the National Medical Male Circumcision programme, National Development Plan, National Strategic Plan and quality assurance. Good communication (verbal and written), coordination, planning, organization, networking, presentation and computer skills (MS Office packages). A valid driver's licence.

**DUTIES** :

Develop Standard Operation Protocols (SOP) and Information Education and Communication (IEC) material. Review and update current Medical Male Circumcision (MMC) quality assurance materials. Ensure capacity building of Provincial, District and facility staff. Conduct quarterly CQI trainings in high volume provinces. Facilitate facility level mentoring of staff on CQI working in high volume facilities in high volume provinces throughout the year. Conduct EQA DTA and CQI and compile reports and disseminate to provinces. Monitor adverse events and follow-up rates monthly using reporting tool.

**ENQUIRIES** :

Mr D Loykissoonlal Tel (012) 395 9186

**POST 47/19** :

**ASSISTANT DIRECTOR: MEDICAL MALE CIRCUMCISION DEMAND CREATION (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: NDOH 69/2017)**

**SALARY CENTRE REQUIREMENTS** :

R334 545 per annum (plus 37% in lieu of benefits)  
Directorate: Medical Male Circumcision. Pretoria  
A Bachelor's Degree in Social Science. At least one (1) year experience in ACSM (Advocacy, Communication, Social Mobilisation). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of the National Medical Male Circumcision programme, National Development Plan, National Strategic Plan, Theory of change, Behaviour economics and Public Finance Management Act. Good communication (verbal and written), coordination, planning, organization, networking, presentation and computer skills (MS Office packages). A valid driver's licence.

**DUTIES** :

Develop and ensure implementation of the National Demand Creation strategy. Formulate and coordinate a Technical Advisory Group to work on developing the strategy. Ensure capacity building of Medical Male Circumcision (MMC) social mobilisers. Review social mobilization training material and develop a standardized national demand creation training manual. Establish and coordinate the National Demand Creation Working Group. Review and revise provincial business plans to ensure alignment with National Department of Health activities. Develop and roll out DOH led mass media campaign and social mobilization.

**ENQUIRIES** :

Mr D Loykissoonlal (012) 395 9186

**POST 47/20** :

**SENIOR ADMINISTRATIVE OFFICER: DATA COORDINATOR (CONTRACT ENDING MARCH 2019) (REF: NDOH 67/2017)**

**SALARY** :

R281 418 per annum (plus competitive benefits)

- CENTRE** : Directorate: Provincial Support. Pretoria.
- REQUIREMENTS** : A Bachelor's Degree/National diploma/equivalent NQF 6 qualification in Economics or Statistics. At least one (1) year experience in resource allocation and data management. Knowledge of health services, health providers, health financing, data analysis and validation as well as working with data, database, compiling codebooks and using classification. Experience in working with government and other partners on data. Good communication (written and verbal), data management software, analytical, interpersonal, organizational, analytical and computer literacy (Microsoft Office package) skills. Ability to work methodically and under tight deadlines on a results-oriented basis.
- DUTIES** : Collect data for national health accounts. Clean, standardize, analyse and validate data. Develop allocation ratios for splitting expenditures. Assist to formulate policies and procedures. Control of documentations, assist to compile report and disseminate. Assist using the Health Assessment Production Tool (HAPT) to produce results, tables and graphs for different data sources. Provide administrative support and administer the project budget. Management of risk and audit queries.
- ENQUIRIES** : Mr M Jokozela at tel no: (012) 395-8162
- NOTE** : Shortlisted candidates will be subjected to an advanced excel and report writing tests