

NATIONAL 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 NOTE** : Ms M Shitiba
: 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 matric certificate, service certificates, 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.

MANAGEMENT ECHELON

- POST 49/13** : **SENIOR MANAGER: MEDICAL SERVICES (REF NO: NDOH 71/2017)**
Chief Directorate: Child Youth and School Health.
Directorate: Expanded Programme on Immunisation.

- SALARY CENTRE REQUIREMENTS** : R1 355 916 – R1 645 916 per annum as per OSD
: Pretoria
: An MBChB qualification. Registration with the HPCSA as Medical practitioner. A minimum of ten (10) years appropriate experience after registration with the HPCSA as Medical Practitioner. Postgraduate qualification (Diploma, Masters/Fellowship) in either: Public or Community Health, Child Health, Public Health Administration or Epidemiology will be an advantage. Sound knowledge of EPI: goals, indicators, strategies, clinical aspects, related principles and practical aspects. Knowledge of the principles of surveillance for EPI targeted conditions Measles, Acute Flaccid Paralysis (AFP), Adverse Events Following Immunisation (AEFI) and Neonatal Tetanus (NNT). Basic clinical skills. Good computer (MS Word, MS Powerpoint and MS Excel), training and communication (written and verbal) skills. Self-driven, ability to work under pressure and a team player. Must be willing to travel and work irregular hours. A valid driver's license.
- DUTIES** : Improve immunization coverage by providing practical yet scientifically sound guidance to the EPI in line with the National Strategic Plan (NSP) and Annual Performance Plan (APP). Facilitate training, implementation strategies, development and revision of policies in keeping with best practices, NDP and the Department's Strategic Plan. Provide appropriate support to all Ministerial Committees that support the EPI program and implement strategies in keeping with global trends. Measles Elimination and Control. Facilitate collaboration with Academic Institutions, the National Institute of Communicable Diseases (NICD), Professional Bodies, provincial Stakeholders, United National Agencies (e.g. WHO). Manage risk and audit queries.
- ENQUIRIES** : Dr NR Dlamini at tel no: (012) 395 9660
CLOSING DATE : 03 January 2018. 12:00 MIDDAY

POST 49/14 : **TECHNICAL ASSISTANT (PRIMARY HEALTH CARE) (3 YEAR CONTRACT) REF NO: NDOH 72/2017**
Chief Directorate: District Health Services.

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 REQUIREMENTS : Pretoria.
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 : Manage the implementation of the Ideal Clinic Realisation and Maintenance programme. Coordinate the establishment of the Perfect Permanent Teams for Ideal Clinic Realisation and Maintenance (ICRM) in the provinces. Develop the intervention plans to address the gaps identified in the implementation of the ICRM. Support the implementation of the Ward Based Primary Health Outrage Team policy in the province. Collaborate with other units in the implementation of the three streams of PHC reengineering. Work with the development partners and other stakeholders to improve the delivery of quality of health services in the health facilities. 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
CLOSING DATE : 03 January 2018. 12:00 MIDDAY

OTHER POSTS

POST 49/15 : **DEPUTY DIRECTOR: FORECASTING ANALYST AFFORDABLE MEDICINES (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: 79/2017)**
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines.

SALARY : An all-inclusive remuneration package of R657 558 per annum [basic salary consists of 70% or 75% 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.

CENTRE REQUIREMENTS : Pretoria
A Bachelor's Degree/National Diploma or equivalent NQF level 6 qualification in Health Economics. A post graduate in Health Economics or a related field will serve an advantage. At least three (3) years' experience in procurement/supply chain on a junior management or supervisory level. Knowledge of the National Development Plan, National Health Act, Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) as amended, Public Finance Management Act, 1999 (PFMA), eHealth and mHealth, Medical Schemes Act, pharmaceutical economics and TRIPS. Good analytical research, editorial skills, mediation and facilitation skills, problem solving, presentation and communication (written and verbal), computer (Microsoft office package), project management and stakeholder coordination, grant writing, quantitative and statistical skills, financial management and economic evaluation skills. A valid driver's licence.

DUTIES : Support establishment of wave governance process. Facilitate alignment with other Departmental and Donor planning processes. Lead development and implementation of results framework for pharmaceutical services. Review, maintain and approve Partner Project Plan. Create and maintain content to support Results Framework. Oversee and lead supply chain projects. Provide technical leadership to guide development of all VAN planning services.

		Oversee and lead ICT projects. Establish governance structures to support ICT projects. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms K Jamaloodien tel no (012) 395 8530
<u>CLOSING DATE</u>	:	03 January 2018. 12:00pm MIDDAY
<u>POST 49/16</u>	:	<u>DEPUTY DIRECTOR: MEDICINE CONTROL OFFICER GRADE 1 (REF NO: NDOH 75/2017)</u>
		Directorate: Medicine Evaluation and Research.
<u>SALARY</u>	:	Grade 1: R828 474 – R919 467 per annum as per OSD
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Bachelor of Pharmacy OR Chemistry degree. A post-graduate qualification would be an added advantage. A minimum of three years appropriate experience. Experience in technical evaluation of the quality aspects of medicine. Knowledge and application of the Medicines and Related Substance Act, 1965 (Act 101 of 1965). Knowledge of the international medicines regulatory environment. Knowledge and application of current Medicine Control Council (MCC) guidelines relevant to the work of the Post-Registration Unit. Knowledge of human resources management (including performance management) and financial management. Good communication (verbal and written), technical evaluation, leadership, management, analytical, accuracy and computer skills (MS Office package).
<u>DUTIES</u>	:	Management of activities of the Post-Registration Unit, including risk management and audit. Monitoring of the Unit's output and compilation work statistics for reporting and planning purposes. Develop, implement and update relevant guidelines, standard operating procedures, data templates and other documents required for efficient and compliant functioning of the Unit. Provide support to the Directorate, the National Medicines Regulatory Authority (MCC/SAHPRA) and its committees. Ensure that all relevant documents are prepared and reviewed for timely presentation to MCC/SAHPRA. Receive, acknowledge and process queries and complaints from applicants
<u>ENQUIRIES</u>	:	Dr Jeanette Lotter at tel no (012) 395 8317
<u>CLOSING DATE</u>	:	03 January 2018: 12h00 MIDDAY
<u>POST 49/17</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC ANALYST GRADE I (TWO POSTS) (1) BLOOD ALCOHOL SECTION - (REF NO: NDOH 73/2017), (1) FOOD SECTION HEAD (REF NO: NDOH 74/2017)</u>
		Chief Directorate: Trauma, Violence, Emergency Medical Services and Forensic Pathology Services.
		Directorate: Forensic Pathology Services, Forensic Chemistry Laboratory.
<u>SALARY</u>	:	Grade I: R459 558 – R510 042 per annum as per OSD
<u>CENTRE</u>	:	Cape Town.
<u>REQUIREMENTS</u>	:	A three-year BSc/National Diploma in Chemistry or Analytical Chemistry. Honours or Higher Diploma in Chemistry will be an advantage. At least three (3) years' experience on a Chief Forensic Analyst or equivalent level in rudimentary general management in an analytical chemistry laboratory. Knowledge of the types and uses of analytical equipment such as a gas chromatograph, high performance liquid chromatograph, mass spectrometer, ion chromatograph, spectrophotometer and inductively coupled plasma atomic emission spectroscopy. Sound and in-depth knowledge of analyses foodstuffs and cosmetics as well as a sound and in- depth knowledge of blood alcohol analyses. Knowledge of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. The National Road Traffic Act, Act 93 of 1996, Criminal Procedure Act, Act 51 of 1977, Inquest Act, Act 58 of 1959 and Occupational Health and Safety Act, Act 85 of 1993. Knowledge of ISO17025 and its use in the laboratory. Basic knowledge of judicial systems and court procedures. Good communication (verbal and written), facilitation, presentation, research, liaison, analytical and computer skills (spreadsheets, databases, word processors) and knowledge about LIMS. Ability to remain unbiased in the examination of court evidence, work under pressure, meet the required safety measures and handle confidential information. A valid driver's licence.
<u>DUTIES</u>	:	Oversee the verification and preparation of samples for analysis in the chemistry laboratory. Record sample information. Implement preventive and routine maintenance and service plans. Validate the analysis method conducted on samples. Produce analytical results of standard and complicated cases. Oversee analytical services of the section. Conduct

		statistical analysis. Review analytical data and result. Monitor quality control measures in the section. Take part in internal audits. Supervise the administration of human resources and physical assets. Manage the performance of allocated responsibilities, training of employees and allocation of work. Assess staff. Management of risk (scientific responsibility, integrity and research), work according to a management review schedule.
<u>ENQUIRIES</u>	:	Ms A Grove (012) 395 - 9361.
<u>NOTE</u>	:	Please note that candidates will undergo a practical test on the date of the interview
<u>CLOSING DATE</u>	:	03 January 2018. 12:00 pm Mid-Day
<u>POST 49/18</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL SUPPORT (REF NO: NDOH 78/2017)</u> Chief Directorate: Financial management. Directorate: Provincial Support.
<u>SALARY</u>	:	R417 552 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in auditing or financial accounting. At least three (3) years' experience in auditing environment at a supervisory or equivalent level *Knowledge of King Reports, PFMA, Treasury Regulations, PPPFA, Public Service Act and other prescripts. Knowledge of government transversal systems. Experience in financial statements, supply chain and data management, databases, report writing and computer applications. Understanding public sector auditing, financial accounting in terms of SCM and budgeting. Good interpersonal, communication (written and verbal), computer (MS Word, MS PowerPoint, Databases and MS Excel), analytical and planning skills. Ability to work independently and within a team. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate and monitor the provincial financial improvement plans to improve audit outcomes. Analyse provincial financial statements. Update provinces on changes and/or additions in the financial statement compilation and reporting. Render supply chain processes to identify gaps and introduce reforms. Strengthen financial management reporting, tracking and decision making. Conduct constant assessment to check the approved provincial financial plans in line with relevance to the financial processes and prescripts as prescribed, Conduct expenditure monitoring and reporting processes in line with provincial annual performance plans. Facilitate and consolidate provincial budgets and annual performance plans. Provide support to Chief Director. Attend to queries and correspondences for the chief directorate with all relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr H Nevhutalu at tel no (012) 395 – 9682
<u>CLOSING DATE</u>	:	03 January 2018. 12:00pm Mid-Day
<u>POST 49/19</u>	:	<u>PERSONAL ASSISTANT III: OFFICE OF THE CHIEF FINANCIAL OFFICER (REF NO: NDOH 77/2017)</u>
<u>SALARY</u>	:	R281 418 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Office of the Chief Financial Officer. Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent NQF 4 certificate plus a three year qualification in Office Administration or related fields. At least five (5) years experience in rendering secretarial/personal assistant duties of which three years should have been rendering executive support service to senior management. Knowledge and experience in general office and provisioning administration. Basic knowledge on financial administration. Knowledge and application of relevant Public Service legislations/policies/prescripts and procedures. Good communication (verbal and written), telephone etiquette, organisation, planning, people, motivation, language, presentation and computer skills (MS Office packages).
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Manager. Ensure that office equipment are in good working condition. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Manager. Provide support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Record minutes/decisions and communicates to relevant role-players and follow-up on progress made. Provide support with regards to the administration of the budget in the office of the Manager. Keep records of expenditure commitments, monitor expenditure and alert Manager

of possible over and under spending. Ensure application of relevant Public Service and Departmental prescripts/policies. Liaise with travelling agencies for enquiries and prepares the processing of travelling claim expenses.

<u>ENQUIRIES</u>	:	Mr I Van Der Merwe at tel no (012) 395 9373
<u>CLOSING DATE</u>	:	03 January 2018. 12h00 MIDDAY
<u>POST 49/20</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) (REF NO: NDOH 76/2017)</u> Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation. Directorate: Medicine Evaluation and Research
<u>SALARY</u>	:	GRADE 1: R183 381 per annum. A Post-Basic Pharmacist Assistant qualification. Registration as a Pharmacist Assistant (Post-Basic). No experience required. GRADE 2: R212 823 per annum. Qualification as above. Registration as a Pharmacist Assistant (Post-Basic) and a minimum of five (5) years appropriate experience after registration as a Pharmacist Assistant (Post Basic). GRADE 3: R230 625 per annum. Qualification as above. Registration as a Pharmacist Assistant (Post-Basic) and a minimum of thirteen (13) years appropriate experience after registration as a pharmacist Assistant (Post Basic). Salary grade will be determined in accordance with the above requirements as per the OSD.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Qualification and years of experience required are indicated above. Basic knowledge about medicines and related products. Good communication (verbal and written), accuracy and correctness, planning, organising and computer skills (MS Office package). Ability to work independently and under pressure.
<u>DUTIES</u>	:	Provide administrative and technical support to the Pre-Registration Unit and to the Medicine Evaluation and Research Directorate. Maintain relevant databases including capturing reports and product registration. Create and maintain the filing system for all documents in the unit. Compile agenda and the committee recommendation into a minutes document for the meetings. Screening of applications. Coordination and maintenance of all central unit email accounts. Coordinates committee reports, recommendation and council document. Type letters to applicants with correct application and applicants details. Preparation of peer review and medicines registration documents.
<u>ENQUIRIES</u>	:	Mr MD Malatji at tel no (012) 395 8329
<u>NOTE</u>	:	Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.
<u>CLOSING DATE</u>	:	03 January 2018. 12h00 MIDDAY
<u>POST 49/21</u>	:	<u>SUPPLY CHAIN CLERK (REF NO: NDOH 80/2017)</u> Chief Directorate: Supply Chain and Assets Management. Directorate: Supply Chain Management
<u>SALARY</u>	:	R152 862 per annum (plus competitive benefits).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent NQF 4 qualification. At least one (1) year experience in supply chain management environment. Basic knowledge and understanding of legislative framework governing the Public Service. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, planning, organization and computer skills (MS Office package).
<u>DUTIES</u>	:	Verify travel and fleet bookings request. Ensure compliance to the Departmental Transport policy. Ensure validity of the traveler. Manual filing. Keep record of all travel and fleet bookings. Overall administration of departmental fleet vehicles. Check and ensure that trip authorities are properly recorded in the logbooks. Ensure that all pool vehicles issued has trip authority signed by relevant supervisor. Monthly physical verification of pool vehicles. Check the number of vehicles stationed in the building and issued as against the total number of departmental vehicles.
<u>ENQUIRIES</u>	:	Mr A Diljan at tel no (012) 395 9511
<u>CLOSING DATE</u>	:	03 January 2018. 12h00 MIDDAY