

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** : 12 February 2018 Closing Time: 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 04/22** : **CHIEF DIRECTOR: LEGAL SERVICES (REF NDOH 4/2018)**
Chief Directorate: Legal Services and Parliamentary Affairs.
- SALARY** : An all-inclusive remuneration package of R1 127 334 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** : Pretoria.
- REQUIREMENTS** : A four-year Legal Qualification. An admission as an Advocate or Attorney would be an advantage. At least five (5) years' experience at a senior management level (strategic management level) within a legal environment. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting, editing legal documents and/or contracts. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act,

Promotion of Administrative Justice Act, Intergovernmental relations Framework as well as procurement prescripts. Excellent communication (verbal and written), interpersonal and computer skills (MS Office packages). A creative and an innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. A valid driver's licence.

- DUTIES** : Draft and supervise the drafting of all legislation administered by the department. Provision of legal support (including the management and coordination of litigation as well as ensuring compliance with the requirements of chapter 9 institutions) to the department and ministry. Continued review of the legislation administered by the department. Effective and efficient management of financial, physical and human resources. Management of risk and audit queries.
- ENQUIRIES** : Ms V M Rennie at tel. (012) 395 8504

OTHER POSTS

- POST 04/23** : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: NDOH 3/2018)**
Chief Directorate: TB Control and Management.

- SALARY** : R417 552 per annum (plus competitive benefits).
CENTRE : Pretoria.
REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Public Administration or any relevant Administration qualification. A qualification in Financial Management will be an advantage. At least three (3) years' experience in administration as an Senior Administrative Officer or equivalent level. Knowledge of modern principles, methods and practices to public administration, governmental budgeting and financial principles and practices, application of the Public Finance Management Act and Treasury Regulations. Knowledge of the departmental policies and regulations will be an advantage. Good communication (verbal and written), interpersonal, administrative/secretarial and computer skills (MS Office package). Ability to work in a team.

- DUTIES** : Control of documentation within the unit. Manage the mail register, receiving documents, registering and disseminating documents to relevant stakeholders. Administer human resource functions. Supervise, train and evaluate performance of subordinates. Ensures effective and efficient financial management. Assist with the compilation of budget and MTEF inputs in line with the strategic and business plan. Generate monthly and quarterly budget and expenditure reports. Manage and administer cash flow and monthly projections. Maintain a filing system in the unit. Ensure safekeeping of information and documentations. Arrange meetings, workshops, functions, accommodation and travel for officials.

- ENQUIRIES** : Mr L D Mamefja (012) 395 8819/8913
NOTE : Preference will be given to African Male, Coloured, Indian and White applicants