

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** : Ms M Shitiba
- CLOSING DATE** : 12 March 2018 Time: 12:00 Midday
- NOTE** : All short-listed candidaes 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 08/43** : **DIRECTOR: MONITORING AND EVALUATION RESEARCH (CONTRACT POST ENDING SEPTEMBER 2019)(REF NDOH 10/2018))**
Chief Directorate: Global Fund
(This is a re-advertisement of the post with reference number NDOH 65/2017 with closing date of 5 December 2017. Applicants who previously applied are encouraged to re-apply).
- 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** : Pretoria.
- REQUIREMENTS** : A recognised undergraduate qualification (NQF 7) as recognised by SAQA. A postgraduate qualification in Public Health or related qualification will be an advantage. At least five (5) years' experience in Monitoring, Evaluation and Research at a middle/senior managerial level. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. In-depth knowledge of health related software packages. Knowledge of monitoring and evaluation principles and their application. Broad knowledge of the HIV and AIDS epidemic and programme. Broad knowledge and understanding of the National Strategic Plan for HIV and AIDS, TB and Malaria. Good communication (verbal and written), people management, problem solving, policy analysis and development, strategic planning, time management, project management, diversity management, facilitation, coordination, leadership, planning and organising skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A valid driver's licence.
- DUTIES** : Provide leadership and monitoring and evaluation support to the Global Fund Chief Directorate and Sub-Recipients (SRs) to ensure compliance with Global Fund policies and guidelines. Implement the grant in accordance with the Global Fund policies and guidelines. Oversee all research and strengthening of monitoring and evaluation systems in consultation with National Department of Health Global Fund supported activities. Manage all research projects and evaluations for the grant at Principal Recipient (PR) level. Oversee the preparation, review and submission of monitoring and evaluation aspects of the grant. Develop and implement systems

to guarantee submission of quality reports to the Local Fund Agent and the Global Fund. Ensure integration with the department's research agenda, health research policy and addresses the country's health research priorities. Collaborate with other Chief Directorates and Directorates to support departmental research initiatives. Set specific key indicators and manage resources (physical, human and financial). Manage assets and monitor use of funding by ensuring 100% expenditure of monitoring and evaluation budget.

- ENQUIRIES** : Mr F D Demana at tel. (012) 395 8072
- POST 08/44** : **TECHNICAL ADVISOR: ENHANCED TB PROGRAMME PERFORMANCE (CONTRACT POST ENDING 31 MARCH 2019)(REF NDOH 11/2018)**
Directorate: Drug Resistance TB, TB and HIV
- 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 or equivalent NQF 7 qualification in Public Health. Five (5) years' experience at a middle/senior managerial level in clinical management of TB and HIV. Knowledge of Public Health and management of TB and HIV co-infection. An understanding of South African Public Service, including applicable policies and legislation particularly medico-legal and ethical issues around the control and management of TB. Good communication (verbal and written), creative thinking, innovative, interpersonal, problem solving, negotiation, research, strategic planning, policy analysis, leadership, presentation, time management, group dynamics, facilitation, project management, planning, organising and computer skills (MS Office packages). A valid driver's licence.
- DUTIES** : Enhance the performance of provinces on TB and HIV control and management. Visit provinces, districts, sub-districts and health facilities to support interventions aimed at addressing poor programme performance (including prevention strategies, detection and diagnosis, clinical management, infection control, reporting and recording, drug supply management laboratory diagnosis. Provide technical support to the controlling of TB and HIV in prison and mining industry. Conduct assessment of TB and HIV infections. Manage National Quarterly Programme Performance Reviews. Plan and prepare for national quarterly review meetings to be attended by national, provincial, district, sub-district and health facilities official and representatives of partner organisation. Support TB/HIV integration at health facility levels. Engage health facility managers to promote TB/HIV integration. Participate in Cluster, Branch and Departmental activities.
- ENQUIRIES** : Dr N Ndjeka at tel. (012) 395 8079/8913

OTHER POSTS

- POST 08/45** : **SENIOR LOGISTICS OFFICER: PAYMENTS (REFERENCE NUMBER NDOH 7/2018)**
Chief Directorate: Supply Chain and Asset Management Directorate: Supply Chain Management.
- SALARY** : R 281 418 per annum (plus competitive benefits)
- CENTRE REQUIREMENTS** : Pretoria.
A B-Degree or National Diploma on NQF level 6 in Logistics Management / Accounting. At least three (3) years' experience with authorizing payments on Logis on the level of Logistics Officer (level 7) or equivalent. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), LOGIS (PASI and PASII), Basic Accounting System journals and Supply Chain Management. Good communication (written and verbal), computer (MS Word and Excel) and problem solving skills. Ability to work independently and under pressure. Valid driver's licence.
- DUTIES** : Processing of payments and printing of payments stubs. Investigate and report payments processed after 30 days. Collect, verify and authenticate information for financial statement inputs and other oversight bodies. Respond to audit enquiries and request for information. Management of risk and oversee the work of subordinates. Address concerns and complaints from staff. Compile and approve journals on BAS before month end closing date. Print petty cash vouchers.
- ENQUIRIES** : Ms M Moraba on tel no: 012 395-8998
- POST 08/46** : **SURVEILLANCE OFFICER: ACUTE FLACCID PARALYSIS (AFP) REFERENCE NUMBER NDOH 8/2018)**
Chief Directorate: Child, Youth and School Health. Directorate: Child and Youth Health,

This is a re-advertisement. Applicants who previously applied need to re-apply.

SALARY : R 281 418 per annum
CENTRE : Pretoria.
REQUIREMENTS : A Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least two (2) years' experience in surveillance and database management. Knowledge of EPI conditions (goals, objectives and criteria) with emphasis on Polio/Acute Flaccid Paralysis (AFP), Neonatal Tetanus (NNT) and Measles as well as other vaccine preventable diseases. Knowledge of surveillance principles and specific aspects regarding Measles and Acute Flaccid Paralysis (AFP) and information management (collection, collation, capturing, analysis and reporting). Good computer skills (MS Word, Excel, basic database, Access, PowerPoint and electronic communication), planning, communication (written and verbal) and organisational skills. Must be prepared to travel and work irregular hours. Valid driver's licence.

DUTIES : Co-ordinate and support Acute Flaccid Paralysis (AFP) and Neonatal Tetanus (NNT) surveillance in provinces. Prepare documentation for the National Polio Expert Committee (NPEC) and taking of minutes. Support sensitisation of health workers in provinces on Measles surveillance on request. Manage the AFP database (collection, collation, analysis and preparing reports on AFP and NNT). Document data collection and reporting. Manage risk and audit queries.

ENQUIRIES : Dr NR Dlamini at tel (012) 395-9660

POST 08/47 : **SENIOR ACQUISITION OFFICER (REF NUMBER: NDOH 9/2018)**
Chief Directorate: Supply Chain Management Directorate: Supply Chain Management.

SALARY : R 281 418 per annum (plus competitive benefits)
CENTRE : Pretoria.
REQUIREMENTS : National Diploma or equivalent qualification on NQF level 6 in Supply Chain Management / Accounting. At least two (2) years' experience in Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Good communication (written and verbal), computer (MS Word and Excel), interpersonal, problem solving and supervisory skills. Ability to work independently, with a team and under pressure. Valid driver's licence.

DUTIES : Prepare bid documents and administer closing of bids. Ensure availability of evidence that all bids received are listed during bid pre-screening and the list of bidders is published on the NDOH website. Administer bid publications. Assist in the compilation of bid documentation and assist bidders with access to the bid document. Coordinate bid specifications and evaluation committees. Assist the secretariat to the bid specification and evaluation committees. Administer bid awards regrets. Assist in the preparation of bid appointment and regrets letters. Attend queries from internal customers with regards to the bid outcome.

NOTE : Coloured, Indians and disabled applicants are encouraged to apply.
ENQUIRIES : Mr SD Dlamini on tel no: 012 395-8930