

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** : 16 April 2018 Time: 12h00 Mid-day
- NOTE** : 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, service certificates, including ID and driver's licence. No faxed or e-mailed applications as well as certified copies older than three (3) months 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.

OTHER POSTS

- POST 13/06** : **CHIEF FORENSIC ANALYST GRADE 1 - X3**
Chief Directorate: Trauma, Violence, Emergency Medical Services and Forensic Pathology Services.
Directorate: Forensic Pathology Services
- SALARY CENTRE** : Grade 1: R414 069 – R 459 558 per annum as per OSD
: (X1 FCL Durban – Ref No: NDOH 16/2018)
: (X1 FCL Cape Town – Ref No: NDOH 17/2018)
: (X1 FCL Pretoria – Ref No: NDOH 18/2018)
- REQUIREMENTS** : A BSc degree with Chemistry as a major subject or Diploma in Analytical Chemistry. Honours or Higher Diploma in Chemistry will be an advantage. At least three (3) years' proven experience. Knowledge of the types and uses of analytical equipment such as gas chromatography (GC), high performance liquid chromatography(HPLC), mass spectrometer (MS), polarography, ion chromatograph, spectrophotometer, atomic absorption spectroscopy. Sound and in-depth knowledge of analyses of foodstuffs and cosmetic as per Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. Sound and in-depth knowledge of analyses of biological samples for the presence of alcohol, drugs and poisons. Knowledge of Criminal Procedures Act, Health and Safety Act as well as basic knowledge of judicial systems and court procedures. Skills and knowledge in chemistry and / or Biochemistry. Knowledge of ISO17025 and its use in the laboratory. Good communication (written and verbal), interpersonal, facilitation, presentation and research skills. Ability to remain unbiased in the examination of court evidence as well as meticulous and capable of clear and logical thinking. A valid driver's license. A practical test will be conducted on the day of the interview to determine the technical, data processing and data interpretation skills of the candidate.
- DUTIES** : Preparation of samples for analysis in the Forensic chemistry laboratory. Record sample information such as grinding, weighing, chemical treatment, hatching, filtration, evaporation, distillation, digestion (wet, dry and microwave) and solid phase extraction. Analysis of complicated samples by means of certain processes and methods including: gas chromatography, high performance liquid chromatography, inductively coupled plasma atomic emission spectroscopy, visual inspection, mass spectrometry, liquid chromatography, wet chemistry, and spectrophotometry. Conduct analytical

service to the section, performance of statistical evaluation and interpretation of statistical data, conduct statistical analysis, review analysis and review data interpretation, issue certificates and affidavits, interpret analytical data and calculate results by means of mathematical formula. Method developing, validation and verification. Do preventive maintenance of instruments. Coordinate the administration of HR and physical assets of the sub-unit (Blood/Food/Toxicology). Training employees, allocation of work, handle queries, complaints and prioritise samples/cases, purchasing and safe-keeping of office equipment. Management of risk (scientific responsibility, integrity and research). Maintain analytical proficiency test or inter-laboratory testing program, manage the construction of standard operating procedures, create working instructions, maintain the quality system in the section and ensure filing of order forms and invoices.

ENQUIRIES : Ms AA Grove' at Tel (012) 395-9361
NOTE : People with disabilities are encouraged to apply. Application form should be submitted for each post applied for.

POST 13/07 : **FINANCE CLERK (2 POSTS) (CONTRACT POST ENDING MARCH 2019)**
(REF NO: NDOH 19/2018)
 Chief Directorate: Financial and Management Accounting.

SALARY : R152 862 per annum (plus 37% in lieu of benefits).
CENTRE : Pretoria.
REQUIREMENTS : A Senior Certificate or equivalent NQF 4 certificate plus a National Diploma/Bachelor degree in Finance/Accounting. At least two (2) years' experience in a finance environment. Basic knowledge of the Public Finance Management Act, Treasury Regulations, the PERSAL System, Basic Accounting System and procedure manuals. Good communication (verbal and written), analytical and computer skills (MS Office packages).

DUTIES : Render Financial Accounting transactions. Monitor the departmental bank account and ensure that all interface transactions are allocated to the ledger account. Perform debt support services. Confirm the overall correctness of debts and forward correct monthly debt statements to debtors. Management of risk and audit queries.

ENQUIRIES : Ms G Mawela at Tel No (012) 395 8695.