

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. 001 and 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** : 30 April 2018 12:00 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 (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. (Certified copies of certificates should not be older than three months) 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.

OTHER POSTS

- POST 15/19** : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 (X3 POSTS) (KWAZULU NATAL X2 POSTS REF NO: NDOH 20/2018) (WESTERN CAPE-X1 POST REF NO: NDOH 21/2018)**
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health

- SALARY** : R281 148 per annum as per OSD.
- CENTRE** : Coastal Region
- REQUIREMENTS** : A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. At least one (1) year experience in environmental health. Technical and practical knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework related to environmental health. Good communication (verbal and written), administrative, financial management, interpersonal and computer skills (MS Office packages). A valid driver's license.

- DUTIES** : Control the importation of port health related products. Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to International Health Regulations and relevant legislations. Inspection, sampling and detaining for assessment any imported foodstuffs, cosmetics, disinfectants, medicaments, tobacco products and hazardous substance for chemical, microbiological, histological, irradiation and labeling purposes. Provide communicable diseases control in the point of entry. Verify authenticity and issue related health documents such as Extended Health Detention, Ship Sanitation Control Exemption Certificate, International Certificate of Vaccination or Prophylaxis and General Declaration of Health. Provide general administrative duties. Compile daily, weekly and monthly statistics for Points of Entry (PoE) operations. Participate in PEMC and outbreak response team.

- ENQUIRIES** : Ms A P Hargreaves at Tel (031) 301 0381

- NOTE** : Preference will be given to Coloured and Indian applicants. Certified copies of original certificates of service must be submitted with the application.
- POST 15/20** : **PROFESSIONAL NURSE – (GENERAL NURSING) (REF NO: NDOH 24/2018)**
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health Services
- SALARY** : Grade 1: R226 083 per annum
CENTRE : Gauteng
REQUIREMENTS : A Degree/Diploma in Nursing (community health science or psychiatric nursing and midwifery). Registration with the SANC as a professional nurse with proof of registration. A minimum of two (2) years in nursing after registering as Professional Nurse with the SANC in General Nursing. Original certified certificates of service must be submitted with your application as well as proof of registration as a Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD. Knowledge of Port Health, South African Legislation, International Health Regulations and the Control of Communicable diseases. Good communication (written and verbal), planning, administrative, financial, research/analysis and computer skills. Perform nursing duties according to the scope of practice and have a valid driver's license.
- DUTIES** : Provision of good clinical practice; manage medical emergencies. Provide evidence of accurate completed passenger documents. Ensure surveillance of passengers with confirmed communicable diseases are reported and followed up with the district surveillance officer. Optimal client care; ensure customer complaints reported, documented and resolved within 7 weeks. Quality Nursing Care; ensure implementation of infection control guidelines, occupational health and safety and outbreak response to communicable diseases. Ensure implementation of health regulations, policies and related legislation. Departmental and interdepartmental relations. Provide evidence of information sharing in the form of feedback; peer coaching and ensure conflicts are reported and managed professionally amongst peers.
- ENQUIRIES** : Mr P Jacobs at (011) 613-5522
- POST 15/21** : **ENVIRONMENTAL HEALTH ASSISTANT (REF NO: NDOH 22/2018)**
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health Services- SD
- SALARY** : Grade 1: R185 301 – R211 875 per annum
Grade 2: R218 274 – R264 888 per annum
CENTRE : Western Cape
REQUIREMENTS : **Grade 1:** A National Diploma in Environmental Health (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the HPCSA as Environmental Health Assistant. **Grade 2:** Qualification and registration requirements as indicated for Grade 1 plus a minimum of ten (10) years appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA, where applicable in the relevant profession. Qualification and experience as indicated above. Knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework related to environmental health. Good communication (verbal and written), report writing and computer skills (MS Office packages). A valid driver's licence.
- DUTIES** : Inspection and clearance of all international conveyances. Checking of free pratique messages and entering of all granted free pratique messages onto shipping list. Monitor vector borne diseases at point of entry. Identify all importers of used tyre casing arriving from the east. Monitor safe disposal of gallery waste in point of entry. Conduct health education to crew working in the gallery. Assist in sampling of imported products. Extraction of grain products on-board vessels. Rendering of office and administrative duties.
- ENQUIRIES** : Ms A P Hargreaves at Tel (031) 301 0381
NOTE : Preference will be given to Coloured and Indian applicants.

POST 15/22 : **ADMINISTRATION CLERK (PRODUCTION) (REF NO: 23/2018)**

SALARY : R152 862 per annum (plus competitive benefits).
CENTRE : National Department of Health
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate. At least one (1) year experience in office administration. Knowledge and understanding of legislative framework governing the Public Service. Good communication (verbal and written), interpersonal, planning, organizational and computer (Ms Word, Ms Excel and PowerPoint) skills. Ability to work independently, under pressure and with a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update register and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services. Maintain leave register. Arrange travelling and accommodation. Provide financial administration support services. Capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

ENQUIRIES : Mr T Thoka at Tel No: (012) 395-9276
NOTE : Please note that this post is advertised to create a database which will be utilised for six months only from the closing date of the advert. The duties may differ based on the Directorate's operational requirements. Preference will be given to people with disabilities.