

## 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** : 11 June 2018 12:00 Mid-day
- 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 21/06** : **DIRECTOR: QUALITY ASSURANCE (REF NO: NDOH 29/2018)**  
Chief Directorate: Quality Assurance and Improvement  
Directorate: Quality Assurance
- 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) in health related field as recognised by SAQA. Post-graduate qualification in Quality Assurance and Improvement in the health field will be an advantage. At least five (5) years experience in middle/senior management, of which three (3) years should be in Quality Assurance and Improvement or related field in the health sector. Experience in the development of quality assurance tools. Proven experience of working with the Intergovernmental, Civil Society Organisations and Non-Governmental Organisations. Knowledge of the South African Health environment. Strategic management, people management and financial management skills. Technical ability for development of policies, tools and guidelines. Excellent communication (verbal and written), analytical and

- negotiation skills. Proven organisational and project management capabilities. Ability to work under pressure and think creatively and strategically.
- DUTIES** : Develop, review and facilitate the implementation and monitoring of national policies for Quality Assurance and improvement. Monitor and evaluate the effectiveness of the quality assurance and improvement policies and programmes. Coordinate quality assurance and improvement projects and programmes. Manage and continuously improve patients' complaints management systems. Develop, review and facilitate the implementation of the National Norms and Standards for health system. Coordinate the monitoring and evaluation system for the implementation of the national norms and standards. Facilitate the development of measuring tools to improve the quality of health care. Work with the provinces to resolve service delivery complaints that are brought to the attention of the National Department of Health. Work with the provinces to develop and implement guidelines and training programmes to build capacity in quality assurance and improvement. Coordinate the development of the relevant regulations in line with the National Health Act no 61 of 2003, as amended. Support the implementation of projects in the Branch towards the improvement work of quality of care and management of risk and audit queries. Coordinate the development and review of Strategic and Annual Plans.
- ENQUIRIES** : Mr R Morewane at Tel No: (012) 395 8757

#### **OTHER POSTS**

- POST 21/07** : **ASSISTANT DIRECTOR: CLINICAL CARE REF NO: NDOH 28/2018**
- SALARY** : R417 552 per annum (plus competitive benefits)
- CENTRE** : Chief Directorate: Tuberculosis. Directorate: Dots Strategy Coordination
- REQUIREMENTS** : A three-year Degree/National Diploma in Health Sciences. At least two (2) years' experience in training and facilitation and in health programme management. Knowledge and understanding of clinical and programmatic management of TB and TB and HIV. Understanding of the public health system. Good communication (written and verbal), administrative, training, facilitation, project management, stakeholder management, monitoring and evaluation of projects or programmes, report writing and computer skills. Ability to work under pressure. A valid driver's licence.
- DUTIES** : Ensure compliance with the standard treatment guidelines; provide technical support to districts on the implementation of appropriate model of screening, testing and treatment at facility and community levels. Strengthen TB prevention; coordinate the roll out of infection, prevention and control (IPC) strategies in health facilities, monitor the implementation of IPC in health facilities. Coordinate and conduct training; conduct reviews and updates of training manuals and reference materials, develop standard operating procedures for specific TB interventions. Supervision and support to districts; conduct support visits to priority districts to monitor programme implementation, plan and participate in the external programme reviews. Retention in care and uninterrupted drug supply; assist provinces and districts in the tracking patients lost to follow up, monitor patient referrals across districts and inter country and monitor drug stock levels in all districts.
- ENQUIRIES** : Ms T Tshithavhane Tel No: (012) 395 - 8913
- NOTE** : Indian, White and Coloured applicants are encouraged to apply.
- POST 21/08** : **ASSISTANT DIRECTOR: REVENUE REF NO: NDOH 27/2018**
- SALARY** : R417 552 per annum (plus competitive benefits)
- CENTRE** : Chief Directorate: Health Financing and NHI. Directorate: Revenue Related Services
- REQUIREMENTS** : A Degree/National Diploma in financial, accounting, economics, public management or business related qualification. At least three (3) years' relevant experience in finance/revenue management related field at a supervisory level. Knowledge of the Public Finance Management Act (PFMA), Public and Private Health Industry and Medical Scheme Environment. Review of standard tariffs,

statistical and analytical database, collate revenue data and Health care funding. Experience in policy implementation. Good communication (verbal and written), organisational, supervision, report writing interpersonal and computer skills. Ability to work under pressure and be prepared to travel national wide. A valid driver's licence.

**DUTIES** : Financial reporting and monitoring of provinces; collect and capture revenue data from provinces, liaise with stakeholders in relation to issues affecting revenue matters. Monitor and report on relevant revenue performance information from provinces and compile a consolidated report to the Director. Provincial audit support; develop a pre-audit check list and reconciling with the previous audit outcome. Training and monitoring in Uniform Patient Fee Schedule (UPFS) and other revenue matters; coordinate the training across billing of all types of facilities levels, provide on demand training to all psychiatric, central and tertiary hospital on UPFS, admin and billing matters. Assist in reviewing the UPFS; consult with other state department i.e. STATSSA for current population of data. Providing help desk and other admin duties; assist in responding to parliamentary questions and hospitals for incorrect billing. Revenue generation and debt management; develop processes and compliance relating to revenue generation and debt management.

**ENQUIRIES NOTE** : Ms U Le Roux Tel No: (012) 395 - 8233  
: Please note that candidates will undergo a competency test on the date of the interview. Indian applicants are encouraged to apply.

**POST 21/09** : **FINANCE CLERK: REF NO: NDOH 26/2018**  
Chief Directorate: Financial and Management Accounting

**SALARY CENTRE REQUIREMENTS** : R152 862 per annum (plus competitive benefits)  
: Pretoria  
: A Senior Certificate or equivalent NQF 4 certificate with Accounting as a passed subject. At least one (1) year' experience in a finance environment. Knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Departmental Policies and procedures. Good communication (verbal and written), analytical and computer skills (MS Office packages).

**DUTIES** : Shifting of funds; prepare submissions for approval of shifting, capture shifting of funds on BAS. Monthly reporting; request for each cost centre an expenditure control commitment report and a detail report on monthly basis, update monthly report register, keep record of unit's submitting input. Budget process; capture ENE, Roll-over and AENE on BAS for all programmes, maintain budget on BAS as well as update applicable files. Management of risk and audit queries. Request detail and commitment reports on inconsistent and incorrect classifications for all programmes; safeguard assets allocated to official, distribute reports with accompanying memo. Month-end procedures for all programmes; compile and capture journals for outside offices, submit batches to internal control.

**ENQUIRIES NOTE** : Ms N Mbevhana Tel No: (012) 395 - 9735  
: Coloured applicants and the people with disabilities are encouraged to apply.