

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** : 23 July 2018; Time: 12:00pm 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 27/09** : **CHIEF FORENSIC ANALYST GRADE 1 - X2 POSTS**
Chief Directorate: Trauma, Violence and Laboratory Services
Directorate: Forensic Pathology Services,
- SALARY** : Grade 1: R459 558 – R510 042 per annum as per OSD.
- CENTRE** : FCL Cape Town – Ref No: NDOH 38/2018 (X1 Post)
FCL Pretoria – Ref No: NDOH 39/2018 (X1 Post)
- REQUIREMENTS** : A BSc degree with Chemistry (analytical, organic, inorganic and physical 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 at Forensic Analyst or equivalent level. Experience in rudimentary general management. 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. 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.
- 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, 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 No: (012) 395-9361
NOTE : 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. Please attach a copy of academic transcripts. People with disabilities are encouraged to apply. Application form should be submitted for each post applied for.

POST 27/10 : **LOGISTICS OFFICER: CELLULAR PHONES, DISCLOSURES AND INVOICE TRACKING (REF NO: NDOH 37/2018)**
 This is a re-advertisement
 Chief Directorate: Supply Chain and Asset Management
 Directorate: Supply Chain Management

SALARY : R242 475 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree/National Diploma or equivalent NQF level 6 qualifications in Financial Accounting, Public Finance, or Supply Chain plus three (3) years' experience in a cellular phone environment including working on voice and data contracts. Experience in working with Invoice Tracking System will be an advantage. Knowledge of Public Finance Management Act, Treasury Regulations, Government policies, LOGIS and BAS systems. Understanding of government's procurement processes as well as transversal contract RT15-2016. Good communication (written and verbal), problem solving, computer (MS Word, MS Excel and MS PowerPoint) and accuracy skills. Ability to work under constant pressure. A valid driver's licence.

DUTIES : Monitor opening of new cell phone and data contracts, upgrade contracts and close or delink accounts. Verify that appropriate devices are provided in terms of RT15-2016. Manage cellular and data spending. Reconcile monthly statement against invoices received from the supplier. Identify, investigate and solve balances from supplier's statement. Monitor the flow of invoices submitted for payments. Verify correctness of documentation captured on ITS and approve/reject invoices. Manage 0-9 files. Supervisory functions.

ENQUIRIES : Ms M Moraba at Tel No: (012) 395-8998
NOTE : Coloured, Indians as well as People with Disability will be given preference and females are encouraged to apply.

POST 27/11 : **SPECIALIZED AUXILIARY SERVICES OFFICER X2 POSTS**
 Chief Directorate: Trauma, Violence and Laboratory Services
 Directorate: Forensic Pathology Services, Forensic Chemistry Laboratory

SALARY : R196 407 per annum (plus competitive benefits)
CENTRE : Pretoria: Ref No: NDOH 40/2018 (X1 Post)
 Durban: Ref No: NDOH 41/2018 –(X1 Post)
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate with a minimum of three years proven experience working in a Laboratory environment. Basic knowledge of physical science, supportive duties within the laboratory, health and safety measures, operation of scientific equipment and mathematical calculations.

Good communication (written and verbal) planning, organizational and computer (MS Word, MS Excel and PowerPoint) skills. Ability to work independently and under pressure. A valid driver's license.

DUTIES

: Render specialized auxiliary services within Blood Alcohol Section; collecting samples from the reception for placement into cold storage and daily recording of temperature of the cold room and the laboratory. Prepare waste boxes for sample opening and waste for disposal. Prepare vials for analysts for sample analysis, keep shelves and washroom tidy where seals and labels are stored. Change location of samples on Laboratory Information Management System (LIMS) database. Assist with capturing of alcohol and fluoride results, capture changes of sample information, report any faults regarding the LIMS database. Provide specialized auxiliary functions within Toxicology Section; sorting/filing of analyst worksheets and envelopes of seals and labels, store all organs and exhibits. Adhere to health and safety measures. Render administration services. Assist with warehouse duties. Liaise with Technical and Quality Manager for removal of waste in toxicology, blood alcohol/food. Render specialized auxiliary services within Food Section; apply different methods of testing the samples; prepare samples for extraction (weighing, grinding) and perform analyses of samples less complex in nature.

ENQUIRIES

: Ms AA Grove' at Tel No: (012) 395-9361

NOTE

: A test will be conducted on the day of the interview.