

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** : 20 August 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 31/36** : **DEPUTY DIRECTOR: TRUTH AND RECONCILIATION COMMISSION (REF NO: NDOH 53/2018)**
(Contract Post Ending 31 March 2021)
Directorate: Mental Health and Substance Abuse
Sub-Directorate: Truth and Reconciliation Programme
- SALARY** : An all-inclusive remuneration package of R697 011 per annum (basic salary consist of 70% OR 76% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least three (3) years' experience in health service delivery environment at junior management or Assistant Director Level. Knowledge of Truth and Reconciliation Act and Promotion of National Unity and Reconciliation Act of 1995 and National Health Act as well as various public service and health legislation (administrative and clinical). Good communication (verbal and written), management (project, finance, strategic planning), networking, facilitation, report writing and computer skills (MS Office package). Ability to manage cases and problem solving. A valid driver's licence.
- DUTIES** : Coordinate the provision of health services for victims of gross human rights as determined by the Promotion of National Unity and Reconciliation Act of 1995. Manage all referrals from the Truth and Reconciliation (TRC) Unit in the Department of Justice and Constitutional Development (DOJ&CD). Facilitate the development of legislation to provide health services to victims of gross human rights violations. Collate and submit health inputs for draft regulations to DOJ&CD. Develop implementation plans for psychosocial programmes and health related

aspects of community rehabilitation plans as developed by the DOJ&CD. Identify priority areas and needs for community rehabilitation programmes related to health services. Ensure an integrated approach to health service delivery through the involvement of various stakeholders. Assist in drafting health programmes for communities in collaboration with other relevant stakeholders. Manage all reporting, records, resources, correspondence and all other related aspects for the Truth and Reconciliation Programme. Develop and update a database for all TRC victims requiring and receiving health services.

- ENQUIRIES** : Mr OSB Phakathi at Tel No: (012) 395 9138
- NOTE** : Applicants from Coloured, White and Indian male will be given preference.
- POST 31/37** : **MEDICINES REGISTRATION OFFICER GRADE II (REF NO: NDOH 51/2018)**
Chief Directorate: Public Entities Management
Directorate: Medicines Evaluation and Research
- SALARY** : Grade 2: R655 092 per annum
Grade 3: R745 512 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification and years of experience required are indicated above. A relevant post graduate qualification is an advantage. Knowledge and application of the Medicines and Related Substances Act (101 of 1965) and the Regulations pertaining to the Act is essential. **Grade 2:** Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience. **Grade 3:** Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience. Salary grade will be determined in accordance with the above requirements as per the OSD. NB: Original certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist. Good communication (written and verbal), computer literacy, planning, supervisory, time management, co-ordination and organisation skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Must be willing to travel and work irregular hours.
- DUTIES** : Provide secretariat support to the Pharmacovigilance Committee (PVC). Arrange logistics of the PVC meeting to ensure that the unit achieve its target as per operational plan. Execute Committee recommendations. Promote vigilance by collecting, managing and assessing adverse reaction and medication error reports, including post-marketing surveillance and research data. Monitor benefit-risk profiles of medicine and medical devices. Evaluate Adverse Drug Reactions (ADR) reports. Evaluate, assess causality and commit ADR reports. Generate independent, evidence-based recommendations regarding the safety, efficacy and quality of medicines and medical devices. Strengthen post marketing surveillance and collaborating activity. Create awareness amongst healthcare professionals regarding significance of reporting ADRs. Supervise administrative staff.
- ENQUIRIES** : Ms F Matlala at Tel No: (012) 395 9133
- POST 31/38** : **MEDICINES REGISTRATION OFFICER (REF NO: NDOH 52/2018)**
Chief Directorate: Public Entities Management
Directorate: Medicines Evaluation and Research
- SALARY** : Grade 2: R655 092 per annum
Grade 3: R745 512 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualification and years of experience required are indicated above. A relevant post graduate qualification is an advantage. Knowledge and application of the Medicines and Related Substances Act (101 of 1965) and the Regulations pertaining to the Act is essential. **Grade 2:** Registration as a Pharmacist OR B-Pharm degree with a minimum of eight (8) years appropriate experience. **Grade 3:** Registration as a Pharmacist with a minimum of eight (8) years appropriate experience OR B-Pharm degree with a minimum of sixteen (16) years appropriate experience. Salary grade will be determined in accordance with the above requirements as per the OSD. NB: Original certified certificates of service must be

- submitted with your application as well as proof of registration as a Pharmacist. Good communication (written and verbal), computer literacy, planning, supervisory, time management, co-ordination and organisation skills. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Must be willing to travel and work irregular hours.
- DUTIES** : Assess and evaluate new applications for registration of medicines and amendments of registered medicines. Generate evaluation report for each application. Present report to the internal peer review process and advisory committee. Evaluate applicant responses to recommendations for registration of medicines. Evaluate the quality and efficacy (bio-equivalence) aspects. Provide technical assistance and support to the Advisory Committees. Lead and manage assessment peer review and discussion group. Format the evaluators' reports for presenting to the committee meetings. Record statistics and forward recommendation to admin staff for communication of Committee recommendation to the applicant. Risk Management and Audit. SOP and Guidelines must be adhered to. Create and maintain data bases. Respond to queries on applications for registration of medicines. Develop and update guidelines, SOPs for the Pre-Registration Unit. Capture Committee policy recommendations which are to be used to update guidelines and ensure that the guidelines are updated accordingly. Provide weekly work-plan and output to the unit manager (qualitative and quantities reports).
- ENQUIRIES** : Ms H Motsogi at Tel No: (012) 395 8660
- POST 31/39** : **ASSISTANT DIRECTOR: EXPANDED PROGRAMME ON IMMUNISATION (REF NO: NDOH 50/2018)**
Directorate: Child and Youth Health
- SALARY CENTRE REQUIREMENTS** : R444 693 per annum (plus competitive benefits)
: Pretoria
: A three-year Bachelor's Degree/equivalent NQF 6 qualification Health Sciences or Epidemiology or Information Management. At least two (2) years' experience in Data Management. Knowledge of Expanded Programme on Immunisation (EPI) conditions (goals, objectives, and criteria) as well as other vaccine preventable diseases. Knowledge of Data Management Principles (collection, collation, capturing, analysing & reporting). Good communication skills (verbal and written), report writing, management and organizational skills, computer skills (MS Office Package) and District Health Information System (DHIS). Knowledge of EPI-info software will be an added advantage. Willingness to work beyond the normal working hours. A valid driver's license.
- DUTIES** : Management of immunisation data on day to day basis. Conduct training on new or updated data management systems. Monitoring and evaluation for routine immunisation and supplementary immunisation activities (i.e. indicators, analysis, and interpretation, structure and frequency of feedback). Development and updating of data management systems for routine, Supplementary Immunisation Activities and new vaccines. Compilation and analysis of immunisation data reports on monthly basis. Produce relevant immunisation reports and submit timely as required by the National Department of Health and other stakeholders. Coordinate the national laboratory containment activities. Participate in the EPI ministerial committees. Address the audit queries relating to the immunisation data. Attend to general correspondence and liaise with stakeholders from time to time.
- ENQUIRIES** : Ms Elizabeth Maseti at Tel No: (012) 395 8380
NOTE : Applicants from Coloured and Indian group are encouraged to apply.