

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** : 10 December 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 46/21** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: NDOH 57 /2018**
Branch: Corporate Services
Directorate: Security Services
- SALARY** : R697 011 per annum (An all-inclusive remuneration package) [basic salary consists of 70% or 75% 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 Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or equivalent NQF 6 qualification in Security Management, Grade A PSIRA Certificate and a State Security Agency (SSA) Managers Course. An Advanced Diploma/ B Tech in Security Management will be an advantage. At least three (3) years' experience at Assistant Director Level in Physical and Information Security. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Information Management, Policy Formulation, Security breaches, Investigations, Security awareness programme, knowledge of events management as well as Occupational Health and Safety Act (OHSA) and Fire Regulations. Good communication (verbal and written), interpersonal, computer (MS Office packages), report writing, conflict resolution and negotiation, auditing, disaster and recovery skills. A valid driver's license.
- DUTIES** : Manage Physical Security to the department, maintain integrated security system, implement access and key control procedures, develop and implement assets control procedures. Manage and provide support to major events, develop and implement safety events management plans, attend plenary meetings and apply event categorization for events. Manage the implementation of Occupational Health and Safety programme, coordinate evacuation drill, implement recommendation for baseline risk assessment, train employees on OHS related matters and develop incident reporting procedures. Manage investigations of

security breaches, conduct investigations on all reported security breaches as well as development of procedure manual for security breaches. Management of risk and audit finding, implement recommendations based on risk assessment and audit findings.

- ENQUIRIES NOTE** : Mr RP Mphilo at (012) 395 9365
: Preference will be given to male or female Coloured, Indian, White as well as people with disabilities. Media: PSVC and NDOH Website
- POST 46/22** : **SECURITY OFFICER REF NO: 56 NDOH /2018 (X3 POSTS)**
Branch: Corporate Services
Directorate: Security Services
- SALARY CENTRE REQUIREMENTS** : R136 800 per annum (plus competitive benefits)
: Pretoria
: A Senior Certificate (Grade 12) or equivalent NQF4 certificate and Grade C PSIRA certificate. Knowledge of access control procedures, measures for the control and movement of equipment and stores. Knowledge and application of prescribed security procedures such as MISS, MPSS and Protection of Information Act and relevant emergency procedures. Good communication (verbal and written), interpersonal, client services and writing skills.
- DUTIES** : Perform access control functions including: determine whether visitors have appointments/or the service that the visitor requires, escort visitors to relevant employees/venues where required, etc. Ensure safety in the building and the premises including: undertaking building/premises patrols, apply emergency procedures and alert emergency services and departmental management. Ensure that equipment, documents and stores do not leave or enter the building/premises unauthorized including: completion of the register, ensure that no equipment, stores and assets of the department leave the building unauthorized, inspect vehicles entering and leaving the premises. Ensure all incidents are recorded in the occurrence books/registers.
- ENQUIRIES NOTE** : Mr RP Mphilo at (012) 395 - 9365
: Preference will be given to male or female applicants from Indian / Coloured / White communities as well as People with Disabilities. Media: PSVC