

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 L Malahlela

CLOSING DATE

: 18 June 2019 at 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 19/35**

: **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: NDOH 10/2019**
Chief Directorate: Legal Services

SALARY

: R473 820 – R1 140 828 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A four year legal qualification, LLB or B Proc. Admission as an Advocate or Attorney will be an advantage. At least eight (8) years appropriate post qualification experience in providing legal advice and drafting of legal opinion, negotiating, scrutinizing, editing legal documents and or contracts as well as legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statues, Civil Litigation and Intergovernmental Relations framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process, rules of Parliament and all pieces of legislation administered by the Department. Excellent communication (verbal and written), interpersonal and computer skills. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure.

DUTIES

: Draft Legislation, Regulations, Executive Acts, International Agreement, Memoranda of Understanding and other legal instruments. Distribution of first draft to internal stakeholders and other government Departments. Drafting, editing and amending Service Level Agreement, contracts, Memoranda of Understanding and International Agreements. Provision of legal opinions to the departments and Ministry. Identify applicable legal principles, including case law and apply the law to facts. Management and co-ordination of litigation. Liaise with the State Attorney timeously to ensure compliance with Court Rules and proper representation of the Department.

ENQUIRIES

: Adv K Moabelo Tel No: (012) 395 9512

POST 19/36 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 11/2019**
 (Contract ending on 31 March 2020)
 Chief Directorate: Women Maternal and Reproductive Health
 Directorate: PMTCT

SALARY : R376 596 per annum (plus 37% in lieu of service benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree/National diploma/equivalent NQF 6 qualification in Statistics or Health related sciences. A minimum of three (3) years relevant experience in working with District Health Information System (DHIS) as well as Monitoring and Evaluation of indicators. Experience in analysing and reporting of Prevention of Mother to Child transmission (PMTCT), Sexual and Reproductive Health (SRH), Maternal and neonatal health indicators will be an advantage. Understanding of data collection, collation, analysis presentation and dissemination as well as manipulation of pivot tables. Good planning and management, presentation, problem solving, communication (written and verbal) and computer skills. A valid driver's license.

DUTIES : Manage PMTCT, SRH and Maternal and Neonatal health monitoring and evaluation (M & E) activities. Provide M&E support for all cluster quality improvement initiative with particular focus on identified priority districts. Liaise with other stakeholders and partners working with SRH, PMTCT and maternal and neonatal programmes. Respond to all data questions directed to the cluster.

ENQUIRIES : Ms E Mokaba on Tel No: (012) 395 9402