

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** : 22 July 2019 at 12:00 Midday
- 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 24/44** : **DEPUTY DIRECTOR: COMMUNITY OUTREACH SERVICES REF NO: NDOH 13/2019 (X2 POSTS)**
(Contract Posts Ending 31 March 2022)
Chief Directorate: District Health Services
- SALARY** : R733 257 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 Bachelor's Degree/National Diploma or equivalent NQF level 6 qualification in Health Sciences. At least three (3) years' experience in Assistant Director/Team Leader or junior management position working with Community Health Workers in any community based programme. Knowledge and understanding of Community Outreach Services such as WBPHCOTs programme in particular. Knowledge of Primary Health Care services and programmes, Financial management e.g. PFMA, DORA, programme management, supervision, monitoring and evaluation. Good interpersonal, communication (written and verbal), computer (Microsoft office and Excel packages) and report writing skills. A valid driver's licence.
- DUTIES** : Facilitate the implementation of the WBPHCOTs programme. Provide technical support and guidance on the implementation of the programme at provincial and district level. Provide technical and strategic oversight on WBPHCOT programme. Liaise with programme managers internally (NDoH) on WBPHCOTs activities in support of national health programmes and campaigns. Ensure proper monitoring and evaluation of the WBPHCOTs programme. Facilitate the development of data collection tools (paper and electronic) and ensure reporting on the DHIS and

		DORA. Stakeholder engagement. Convene quarterly programme management meetings with programme managers on programme activities, performance and planning and keep of record/minutes of all meetings.
<u>ENQUIRIES</u>	:	Mr B Asia Tel No: (012) 395 8759
<u>POST 24/45</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 14/2019</u>
		(Contract Post Ending On 31 March 2022)
		Chief Directorate: District Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus 37% in lieu of service benefits)
	:	Pretoria
	:	A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Health, Social Sciences or Statistics field. A minimum of three (3) years relevant experience in working with data and database system/software as well as Monitoring and Evaluation of health programmes. Experience and knowledge of DHIS, Microsoft Excel and statistical software package, e.g. STATA etc. Understanding of data collection, analyse presentation of findings as well as being able to work with Donor Agencies and Development Partners. Good interpersonal, report writing and communication (written and verbal) skills. A valid driver's license.
<u>DUTIES</u>	:	Proper monitoring and evaluation of the WBPHCOTs programme. Manage the National CHW Registration System and ensure regular updates. Provide technical and strategic oversight on WBPHCOT programme and M&E. Facilitate feedback to provinces on performance against targets for set indicators and provide strategic guidance. Conduct data quality assessments on DORA and DHIS reports and prepare data improvements plans. Produce WBPHCOTs programme reports. Conduct data analysis and produce quarterly reports. Stake holder engagement. Attend the national WBPHCOTs M&E review meetings on programme activities, performance and planning and keep record/minutes of all meetings.
<u>ENQUIRIES</u>	:	Mr B Asia Tel No: (012) 395 8759
<u>POST 24/46</u>	:	<u>ASISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 12/2019</u>
		Chief Directorate: HIV and AIDS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (plus competitive benefits)
	:	Pretoria
	:	A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 certificate in Office Administration/ Office Management or related qualification. At least two years' experience in Office administration and financial management on the level of Senior Admin office. Knowledge and understanding of the application of Government and Departmental or financial policies as guided by Treasury Regulations. Strategic capability and leadership. Good communication (verbal and written), project management and computer skills (MS Office package). Ability to work independently and under pressure. Able to co-ordinate with other units of the department.
<u>DUTIES</u>	:	Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the branch. Manage the flow of documents within the Chief Directorate and ensure all documents are logged on according to Electronic Document Management System. Administer the finances of the Chief Directorate. Monitor and control the budget to ensure compliance to financial practices in accordance with policies, guidelines, procedures and Public Financial Management Act (PFMA) and Treasury Regulations. Provide secretariat support to the Chief Directorate. Ensure distribution of minutes/agendas to relevant stakeholders. Ensure proper control of leave records, asset register, procurement of assets/ equipment etc. Management of human and physical resources.
<u>ENQUIRIES</u>	:	Dr Z.E Pinini at Tel No: (012) 395 9157

<u>POST 24/47</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 15/2019</u> (Contract Post Ending 31 March 2022) Chief Directorate: District Health Services
<u>SALARY</u>	:	R316 791 per annum (plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 certificate in Public Administration or any relevant Administration qualification. At least two years' experience in administration. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Good communication (verbal and written), problem solving, analytical, planning, organisation and computer skills (MS Office packages). Ability to work in a team.
<u>DUTIES</u>	:	Control of documentations within the Directorate. Manages the mail registers, receiving of document, registering the documents and disseminate documents to the relevant people. Administer human resources management functions. Maintain leave register, ensure that all leave taken are recorded, checked and submitted to Human Resources for capturing. Administer the Directorate's budget. Compile expenditure reports. Ensure the maintenance of filing system. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official. Placing of orders and administer payments for workshops, catering, conferences and departmental entertainment. Provide logistical support to the Directorate.
<u>ENQUIRIES</u>	:	Mr B Asia at Tel No: (012) 395 8759

INTERNSHIP PROGRAMME 2019/2020

The National Department of Health invites graduates who seek practical work experience and unemployed graduates who are interested in a public service career to apply for internship (an occupationally-based work experience opportunity) in the occupations mentioned below for a minimum of twelve months. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department. The Department aims to enhance the employability of unemployed graduates as potential employees through this internship programme

OTHER POSTS

<u>POST 24/48</u>	:	<u>INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: NDOH 16/2019</u>
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Department of Health. Pretoria
<u>REQUIREMENTS</u>	:	Degree/Diploma in Administration/Public Administration/Management/ Office Administration & Management
<u>ENQUIRIES</u>	:	Aubrey Masilo Tel No: (012) 395 8669
<u>POST 24/49</u>	:	<u>INTERNSHIP PROGRAMME: FINANCIAL & SUPPLY CHAIN MANAGEMENT REF NO: NDOH 17/2019</u>
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Department of Health. Pretoria
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Financial Management/ Accounting/ Supply Chain Management/Logistics Management/Purchasing Management
<u>ENQUIRIES</u>	:	Aubrey Masilo Tel No: (012) 395 8669
<u>POST 24/50</u>	:	<u>INTERNSHIP PROGRAMME: EMPLOYMENT RELATIONS REF NO: NDOH 18/2019</u>
<u>STIPEND</u>	:	R6 083.70 per month
<u>CENTRE</u>	:	National Department of Health. Pretoria
<u>REQUIREMENTS</u>	:	Diploma/Degree in Labour Relations/Human Resources Management/Social Work/Clinical Psychology

ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/51 : **INTERNSHIP PROGRAMME: COMMUNICATION REF NO: NDOH 19/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/Diploma in Communication/ Marketing/ Public Relations
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/52 : **INTERNSHIP PROGRAMME: HEALTH INFORMATION RESEARCH MONITORING & EVALUATION REF NO: NDOH 20/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/ Diploma in Information Technology/Information Systems/Health Science/Statistics
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/53 : **INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: NDOH 21/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/Diploma in Internal Auditing/Commerce/ Risk Management
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/54 : **INTERNSHIP PROGRAMME: INTERNATIONAL RELATIONS REF NO: NDOH 22/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/Diploma in International Relations
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/55 : **INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: NDOH 23/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/Diploma in Human Resources Development/Training Management/Human Resources Management/Management Services/Organisational Development/Industrial Psychology/Operation/Production Management
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669

POST 24/56 : **INTERNSHIP PROGRAMME: INFORMATION COMMUNICATION TECHNOLOGY REF NO: NDOH 24/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/Diploma in Information Technology
ENQUIRIES : Aubrey Masilo, Tel: (012) 395 8669

POST 24/57 : **INTERNSHIP PROGRAMME: LEGAL SERVICES REF NO: NDOH 25/2019**

STIPEND : R6 083.70 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : B Juris/B Proc/LLB
ENQUIRIES : Aubrey Masilo Tel No: (012) 395 8669