ANNEXURE F

DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

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

02 September 2019 Time: 12:00pm Midday

NOTE

Applications should be submitted on form Z83 obtainable from any Public Service Department, should be accompanied by a CV (previous experience must be comprehensively detailed), and certified copies of qualification certificates, service certificates, including ID and driver’s license. 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 post. 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 29/41

PHARMACIST GRADE II – CONTRACT MANAGER REF NO NDOH 27/2019 (X2 POSTS)

(Contract Ending March 2022)
Chief Directorate: Sector Wide Procurement
Directorate: Affordable Medicines

SALARY

Grade 2: R751 026 per annum as per OSD. Originally, certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist.

CENTRE

Pretoria

REQUIREMENTS

A Bachelor Degree in Pharmacy. Current registration with the SAPC as Pharmacist. At least a minimum of five (5) years relevant experience after registration as a Pharmacist with the SAPC in pharmaceutical manufacturing, wholesaling or distribution, and/or procurement or contract management and/or experience as community or institutional pharmacist. Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999), Medicine and Related Substances Act, (Act 101of 1965) as amended, Pharmacy Act, 1974 (Act 53 of 1974), as amended. Knowledge of medicine production cycle, quantitative skills including demand planning and predictive analysis, project planning practices and protocols, Monitoring & Evaluation practices and protocols. Familiar with the content of the General Conditions of Contract, and contractual legislative contexts, including knowledge of good governance. Good problem solving, inter-personal including customer orientation, assertiveness and negotiation, communication (written and verbal), planning, organisational and administrative, computer literacy, including full Microsoft Office Suite (Excel, Word PowerPoint etc.) skills. Ability to work independently and function as part of a broader team. A valid driver’s license.

DUTIES

Manage supply of pharmaceutical products. Analyse trends within the national surveillance centre to identify signals for intervention and evaluate information about pharmaceutical product availability. Plan appropriate interventions and remedies. Conduct collaborative demand planning with suppliers and Deputy Director: Demand Planning. Manage supplier performance and compliance.
Monitor and evaluate supplier compliance and performance in relation to the general and special conditions of contract as well as service level agreement. Manage supplier relationships. Conduct quarterly supplier meetings in accordance with the planned schedule. Facilitate and coordinate communication with assigned stakeholders. Execute contract remedies. Issuing of non-compliance notices in terms of the general conditions of contract. Manage risk and audit queries. Minimise risks in issues pertaining work area, assist with audit queries as well as ensure relevant standards and governance requirement are met.

**ENQUIRIES**

Ms K Jamaloodien at Tel No: (012) 395-8130

**POST 29/42**

**DEPUTY DIRECTOR: PROJECT AND PORTFOLIO MANAGEMENT REF NO: 28/2019**

(Contract Post Ending 31 March 2022)

Chief Directorate: Policy and Planning

Directorate: Global Fund PMU

**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 in Commerce/Project Management/Information Technology related qualification. At least 3 years’ experience in project management at a supervisory level and demonstrate experience of having successfully rolled out a change process, ideally in a government or other complex organisation environment. Knowledge of Agile processes, programme management concepts, nomenclature and role of project management. Familiar with project management standards, frameworks and concepts as well as understanding of stakeholder and change management processes. Good programme, portfolio, project and change management; problem solving, interpersonal including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills. Ability to work independently and work as a team. Willingness to travel extensively as required. A valid driver’s licence.

**DUTIES**

Plan and scope projects. Facilitate draft documentation of project objectives with the project partners and technical leads. Prepare stakeholder analysis, feasibility and impact analyses for all projects. Project delivery and execution. Brief relevant stakeholders and communicate project responsibilities. Implement the change management protocol to ensure project acceptance. Present the approved project plan and supporting documents to the relevant stakeholders. Project performance management. Manage internal stakeholders such as business owner. Conduct regular reviews of project performance within each project cycle. Hand over project deliverables and close out. Document change requirements and consider input for improvements. Obtain project close-out sign-off from relevant stakeholders. Ensure transition and handover of project deliverables to relevant NDoH stakeholders. Governance, risk and compliance management. Comply with defined project methodology, ICT Project Go-Live Checklist and Controls. Assess risk and mitigations for each project according to the risk mitigation strategy. Maintain knowledge management plan, Continuous Service Improvement (CSI) Plan and risk management plan.

**ENQUIRIES**

Mr Z Gwiba Tel No: (012) 395 9640

**POST 29/43**

**DEPUTY DIRECTOR: CONTRACT MANAGEMENT - GLOBAL FUND AFFORDABLE MEDICINES REF NO: 26/2019**

(Contract Post Ending 31 March 2022)

Chief Directorate: Sector Wide Procurement

Directorate: Affordable Medicines

**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 a relevant field. At least 3 years’ exposure in the medical or pharmaceutical field and an additional management qualification will be an added advantage. At least 3 years’ experience in pharmaceutical manufacturing, wholesaling or distribution, and/or procurement or contract management, and/or experience as community or institutional pharmacist. Knowledge of a medicine production cycle, quantitative skills including demand planning and predictive analysis, project planning practices and protocols, monitoring and evaluation practices and protocols, familiar with the content of the General Conditions of Contract, contractual and legislative context, including knowledge of good governance. Good problem solving, interpersonal including customer orientation, assertiveness, negotiation, planning, organisational, administrative, communication (written and verbal) and computer (MS Word, Excel, Power-Point) skills. Ability to work independently and work as a team. Willingness to travel as required. A valid driver’s licence.

**DUTIES**: Manage supply of pharmaceutical products. Manage trend analysis within the national surveillance centre to identify signals for intervention and evaluate information about pharmaceutical product availability. Plan appropriate interventions and remedies. Ensure that the national demand plan is communicated to suppliers. Manage supplier performance and compliance. Manage monitoring and evaluation of supplier and demander compliance and performance in light of contract/service level agreement. Manage supplier relationships. Coordinate quarterly supplier meetings in accordance with the planned schedule. Ensure ongoing, open, transparent and auditable communication with suppliers for all case management. Financial and human resources management. Manage and monitor expenditure of the Contract Management unit against budget allocations. Build capacity, mentor and ensure skills transfer to Contract Managers. Manage risk and audit queries. Minimise risks in issues pertaining to work area. Ensure relevant standards and governance requirements are met. Maintain knowledge management plan and risk management plan, including contingency measures.

**ENQUIRIES**: Ms K Jamaloodien Tel No: (012) 395 8130

**NOTE**: Please note: Short-listed applicants will be required to complete a technical assessment during the interview process

**POST 29/44**: ICT GOVERNANCE RISK AND COMPLIANCE ANALYST REF NO: NDOH 29/2019

**SALARY**: R316 791 per annum (plus competitive benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least two years’ experience in Information and Communication Technology. Experience in Microsoft environment, open source and directory authentication systems, and services as well as ICT policy, process, procedure and standard development. Knowledge of ICT governance Risk, Security, Compliance and Continuity methodologies and practices. Knowledge of computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers, modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals as well as knowledge of the OSI model, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, organisation, analytical, problem solving and computer skills.

**DUTIES**: Manage ICT governance, risk, compliance and continuity. Provide support on delivery of the ICT strategy and implementation. Manage customer relations. Engage ICT stakeholders at all levels on ICT governance, risk, compliance and continuity. Provide assistance to ICT stakeholders to address ICT continuity planning, implementation and monitoring. Conduct governance, risk, compliance

ENQUIRIES : Mr Z Gwiba at Tel No: (012) 395 9640

POST 29/45 : SENIOR IT TECHNOLOGIST REF NO: NDOH 30/2019
Sub-Directorate: ICT Security

SALARY : R316 791 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least two years’ experience in Information and Communication Technology. Experience in Microsoft environment, open source and directory authentication systems, and services as well as ICT policy, process, procedure and standard development. Knowledge of general ICT support, e-mail system, servers, computer networks, computer security, computer standards and practices, computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals as well as knowledge of the OSI model, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, organisation, analytical, problem solving and computer skills.

DUTIES : Maintain and make communication systems available. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network (WAN) and Local Area Network (LAN), Virtual Private Network (VPN), Multi-Protocol Label Switching (MPLS)). Manage customer relations. Perform IT advisory role to procurement of new equipment and advise on computer equipment replacement. Assist with policy, process and standards formulation and documentation as well as computer configuration management plan. Monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Manage ICT risk and audit queries. Establish contingency plans with backup resources for ICT Service Support and Delivery.

ENQUIRIES : Mr Z Gwiba at Tel No: (012) 395 9640

POST 29/46 : ADMINISTRATIVE OFFICER REF NO: NDOH 31/2019
Directorate: Pharmaceutical Economic Evaluation

SALARY : R257 508 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Public Administration or any relevant Administration qualification. At least one (1) year administration experience. 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 package). Ability to work in a team. A valid driver’s license.

DUTIES : Control of documentations within the Directorate. Manages the mail register, receiving of documents, 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. Assist in administering the unit's budget and conditional grant reports. Compile expenditure reports. Maintain a filing system. Arrange meetings, workshops, functions and accommodation. Ensure recording of
proceedings during meetings. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment.

ENQUIRIES

Ms N M Mpanza at Tel No: (012) 395 8209