It is the Department's intention 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: 09 September 2019, 12:00 mid-day

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 licence. 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 30/40: ASSISTANT DIRECTOR: PHARMACOVIGILANCE REF NO: 36/2019 (X3 POSTS)
(Contract Post – Ending 31 March 2022)
Chief Directorate: Global fund Pharmacovigilance
Directorate: Pharmacovigilance

SALARY: R376 596 per annum (plus 37% in lieu of service benefits)

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Health Sciences (Nursing will be an added advantage). At least 2 years supervisory working experience in the area of Pharmacovigilance locally and/or internationally. Knowledge and experience in the application of the Medicines and Related Substances Act, 1965 (Act 101 of 1965) and quality, safety and efficacy of medicines and Pharmacovigilance. Demonstrate an understanding of health care legislation and related legal and ethical nursing or related practises. Ability to plan and organise own work and that of support personnel to ensure proper pharmacovigilance output. Demonstrate effective communication with patient’s supervisor and other clinicians, including report writing. Work as part of the multi-disciplinary team to ensure good pharmacovigilance practice. Good leadership qualities, innovative thinking, communication (written and verbal), planning, organisation, interpersonal and computer (MS Excel, MS Word, MS PowerPoint) skills. Ability to work in a team. Must be willing to travel and work irregular hours. A valid driver’s licence.

DUTIES: Provide support in the facilitation and coordination of Pharmacovigilance in the province. Liaise with facilities regarding Adverse Drug Reaction (ADR) reports. Ensure that hospitals/clinics have adequate supply of ADR forms. Ensure the collection of ADR reports from all the facilities. Perform pharmacovigilance activities on targeted data collection. Provide support in the conduct of mentorship and supports visits. Conduct retrospective data collection. Verify and capture ADR reports at NPC. Conduct face vetting of forms for completion. Capture data from health care professional register. Contribute to PV bulletin. Collate safety data. Conduct descriptive data analysis.

ENQUIRIES: Mr M Dheda Tel No: (012) 395 8176
POST 30/41 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 37/2019
(Contract Ending September 2022)
Chief Directorate: Technical Policy and planning: Global Fund

SALARY : R376 596 per annum (plus 37% in lieu of service benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Social Sciences or Health Sciences or related field. A minimum of three (3) years relevant experience working in government or Non-Government Organisation (NGO) sector in donor funded projects or programmes at a junior management or equivalent level. Experience must include Monitoring and Evaluation (and related principles), knowledge in application of Public Service procedures and policies as well as understanding of NGOs’ management operations. Working experience or knowledge of Health Management Information Systems such as the integrated webDHIS, Tier.Net and EDRWeb. Knowledge of HIV and AIDS policies and procedures, Global Fund to Fight TB, AIDS and Malaria (GFTAM) polices and guidelines as well as monitoring and evaluation system of HIV and AIDS programmes within Global Fund Lead Implementers (Lis) and Sub-Recipients (SRs). Good project management, planning, organization, leadership, data collection, analysis and management of physical and electronic information records and communication (written and verbal) as well as report writing skills. Ability to work well in highly pressured environment. A valid driver’s license.

DUTIES : Ensuring compliance with the Global Fund policies and Public Finance Management Act (PFMA) by LIs and SRs of the Global Fund grant. Monitoring of M&E compliance of Lis and SRs. Improve M&E activities of the Global Fund projects. Conduct monthly and quarterly data verifications for Lis and SRs. Compile reports, advice the Principal Recipient on training needs of the Lis and SRs. Strengthen, and maintain partnerships with relevant stakeholders, particularly Global Fund, Local Fund Agency (LFA), Lead Implementers, Sub-Recipients and Country Co-ordination Mechanism (CCM). Strengthen risk management and audit. Ensure that all sub recipients have documented indicator definitions with all relevant levels of the reporting systems. Conduct regular data analysis and data use for decision-making. Analyse programmatic data from Lis and SRs and create trends analysis. Produce action driven reports to inform programmatic decision-making processes.

ENQUIRIES : Mr NE Ramarumo on Tel No: (012) 395 – 8070

POST 30/42 : ASSISTANT DIRECTOR: INFORMATION SYSTEMS (SERVICE CENTRE) REF NO: NDOH 32/2019
(Contract Posts Ending 31 March 2022)
Chief Directorate: Policy and Planning, Global Fund-PMU

SALARY : R376 596 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least five years’ experience in Information Technology environment of which three years should be at a supervisory level. Experience in management of Tier 1, 2, 3 or similar systems. A certificate in Novel Administration/Windows Administrator (Desktop and/or Server 2008R2) or Linux/Unix Administrator will be an advantage. Technical certification course e.g A+, PC engineering, server maintenance will be an added advantage. In-depth knowledge of ITIL. Knowledge of transversal systems (PERSAL, BAS, SAP, LOGIS), public health systems and management of integrated system. Good communication (verbal and written), supervisory, interpersonal, problem solving, analytical, organisation, decision making and time management skills. Ability to work with a variety of stakeholders in public and private sector at all levels. Must be prepared to travel occasionally and working long hours. A valid driver’s licence.

DUTIES : Manage and administer the Health Registration System-Information System (HPRS-IS) Service Centre. Ensure the availability of up to date protocols and processes for the effective and efficient of the Service Centre. Ensure and manage technical support to the HPRS End-Users. Provide advanced end-user technical support about hardware, software (HPRS, Team Viewer, OS Ticket), network connectivity (LTE Routers). Ensure the operations of the
HPRS service centre is aligned and relevant to the development and enhancement of the system. Perform installations (in the field), design and amend templates for system implementation. Effectively and efficiently manage the service centre staff. Identify self and service centre agents training needs and arrange training. Management of risk and audit queries.

**ENQUIRIES**: Ms M Wolmarans at Tel No: (012) 395 8138/8410

**POST 30/43**: **PRACTITIONER INFORMATION SYSTEMS (SERVICE CENTRE) REF NO: NDOH 33/2019 (X3 POSTS)**
(Contract Posts Ending 31 March 2022)
Chief Directorate: Policy Coordination and Integrated Planning, Global Fund-PMU.

**SALARY**: R257 508 per annum (plus 37% in lieu of benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least two years appropriate experience within Information Technology environment. Experience in the management of Tier 1, 2, 3 or similar systems. A certificate in Novel Administration/Windows Administrator (Desktop and/or Server 2008R2) or Linux/Unix Administrator will be an advantage. Technical certification course e.g. A+, PC engineering, server maintenance will be an added advantage. In-depth knowledge of ITIL. Knowledge of public health systems, management of integrated system and transversal systems (PERSAL, BAS, SAP, LOGIS). Good communication (verbal and written), supervisory, interpersonal, presentation, problem solving, analytical, organisation, decision-making, time management and computer skills (MS Office packages). Ability to work with a variety of stakeholders in public and private sector at all levels. Must be prepared to travel occasionally and working long hours. A valid driver’s licence.

**DUTIES**: Provide technical support to the end-users. Respond to incoming call and tickets logged on the call management system. Provide technical support on HPRS to the field and district technician. Perform HPRS installation, upgrade support and resolve sync issues. Provide NHI-IS service centre technical support. Ensure that all relevant software are installed and up to date in the service centre. Attend weekly and monthly service centre management meetings. Management of risk and audit queries.

**ENQUIRIES**: Ms M Wolmarans at Tel No: (012) 395 8138/8410

**POST 30/44**: **SENIOR PRACTITIONER: INFORMATION SYSTEMS (SERVICE CENTRE) REF NO: 35/2019 (X2 POSTS)**
(Contract Posts Ending 31 March 2022)
Office: Chief Directorate: Policy and Planning
Directorate: NHI Information System

**SALARY**: R316 791 per annum (plus 37% in lieu of service benefits)

**CENTRE**: Pretoria

**REQUIREMENTS**: A Bachelor’s Degree/National Diploma or equivalent NQF level 6 qualification in Information Technology. A Systems Administration or system related certification course such as Novel Admin, Windows Administrator, Linux/Unix administrator would be an added advantage. At least 3 years’ appropriate experience in IT, with 2 years in a supervisory level. Knowledge of ITIL, Transversal systems (PERSAL, BAS, SAP, LOGIS). Knowledge of project management, monitoring and evaluation, networking, ICT Hosting management, public health systems as well as experience in management of Tier 1, 2 and 3 similar systems. Good supervisory, interpersonal, problem solving, organisational, time management, remote desktop support, innovation, facilitation, computer (Microsoft package) and communication (written and verbal) skills. Must be willing to travel and ability to work independently as well as in a team. A valid driver’s licence.

**DUTIES**: Provide administrative support for the effective functioning of the HPRS service centre. Acting as team leader to serve centre staff according to agreed targets and processes. Compile training material and conduct training. Provide technical support to the HPRS end-users. Provide advanced technical support on HPRS queries. Implement relevant IT policies, norms and standards. Provide technical support in the field. Perform installations and configurations as assigned. Management of risk and audit queries. Identify possible risk and bring to the attention of the manager.
ENQUIRIES : Ms M Wolmarans at Tel No (012) 395 8138/8410

POST 30/45 : JUNIOR PRACTITIONER INFORMATION SYSTEMS (SERVICE CENTRE)
REF NO: NDOH 34/2019 (X4 POSTS)
(Contract Posts Ending 31 March 2022)
Chief Directorate: Policy Coordination and Integrated Planning, Global Fund-PMU

SALARY : R208 584 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor’s Degree/ National Diploma or equivalent NQF 6 certificate in Information Technology. At least one year appropriate experience within Information Technology environment. Experience in providing Tier 1, 2 and 3 information system service support. A certificate in Novel Administration/Windows Administrator (Desktop and/or Server 2008R2) or Linux/Unix Administrator will be an advantage. Technical certification course e.g A+, PC engineering, server maintenance will be an added advantage. In-depth knowledge of ITIL. Knowledge of public health systems and management of integrated system. Good communication (verbal and written), interpersonal, presentation, problem solving, analytical, organisation, decision-making, time management and computer skills (MS Office packages). Ability to work with a variety of stakeholders at all levels. Ability to work as a team. A valid driver’s licence.

DUTIES : Contribute to the effective and efficient running of the service centre. Design and amend templates for system implementation support. Attend to LTE Router connectivity related issues with identified service provider. Provide technical support to the Health Patient registration System (HPRS) users in the facilities. Assist with the creation of end user accounts. Implement HPRS issues escalation protocols. Follow up on open and escalated queries on the call management system. Attend weekly and monthly service centre management meetings. Management of risk and audit queries.

ENQUIRIES : Ms M Wolmarans at Tel No: (012) 395 8138/8410