DEPARTMENT OF HEALTH

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 T Moepi

CLOSING DATE: 30 September 2019, 12:00 PM 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 33/82

DEPUTY DIRECTOR: NURSING PRACTICE REF NO: NDOH 38/2019

Chief Directorate: Nursing Services

SALARY

R733 257 per annum (an all-inclusive remuneration package) (basic salary consist of 70% or 76% 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 the Middle Management Service guidelines.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Nursing registered with SANC. A post graduate qualification in Nursing will be an advantage. At least five (5) years clinical experience in the nursing environment of which three (3) years’ experience as a Nurse Manager (Administrator, Educator or Community Manager). Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA). Good communication (verbal and written), interpersonal, project management, policy development, analysis, leadership, decision-making and computer skills (MS Office packages). Ability to work under pressure. A valid driver’s licence.

DUTIES: Develop policy guidelines for nursing and midwifery practice that will support provincial development of relevant Standard Operating Procedures (SOPs). Conduct dissemination workshops to ensure correct interpretation of developed/reviewed policies so as to harmonise implementation as well as correlate theory with practice. Promote good governance at all levels. Promote the effectiveness of provincial nursing services Directorate and monitor implementation of Positive Practice Environment (PPE) plan. Improve quality of nursing practice. Develop systems for monitoring and evaluation of nursing practice in collaboration with Office of Standards Compliance. Promote intra departmental as well as external collaboration with key stakeholders to avoid fragmentation and duplication of efforts that have bearing on clinical practice.
Participate in the promotion of inter and intra professional collaboration and partnerships in order to unify nurses. Provide overall management of Sub-Directorate. Provide inputs in compiling annual strategic and operational plans of the Directorate.

**ENQUIRIES**
Dr NJ Makhanya at Tel No: (012) 395 9783

**POST 33/83**

**DEPUTY DIRECTOR: TRUTH AND RECONCILIATION COMMISSION REF NO: NDOH 39/2019**
(Contract Post Ending 31 March 2021)
Directorate: Mental Health and Substance Abuse
Sub-Directorate: Truth and Reconciliation Programme
Re-advert; applicants who previously applied need not re-apply

**SALARY**
R733 257 per annum (an all-inclusive remuneration package) (basic salary consist of 70% OR 76% 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 the Middle Management Service guidelines.

**CENTRE**
Pretoria

**REQUIREMENTS**
A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences. At least three (3) years’ experience in health service delivery environment at junior management or Assistant Director Level. Knowledge of Truth and Reconciliation Act and Promotion of National Unity and Reconciliation Act of 1995 and National Health Act as well as various public service and health legislation (administrative and clinical). Good communication (verbal and written), management (project, finance, strategic planning), networking, facilitation, report writing and computer skills (MS Office package). Ability to manage cases and problem solving. A valid driver's licence.

**DUTIES**
Coordinate the provision of health services for victims of gross human rights as determined by the Promotion of National Unity and Reconciliation Act of 1995. Manage all referrals from the Truth and Reconciliation (TRC) Unit in the Department of Justice and Constitutional Development (DOJ&CD). Facilitate the development of legislation to provide health services to victims of gross human rights violations. Collate and submit health inputs for draft regulations to DOJ&CD. Develop implementation plans for psychosocial programmes and health related aspects of community rehabilitation plans as developed by the DOJ&CD. Identify priority areas and needs for community rehabilitation programmes related to health services. Ensure an integrated approach to health service delivery through the involvement of various stakeholders. Assist in drafting health programmes for communities in collaboration with other relevant stakeholders. Manage all reporting, records, resources, correspondence and all other related aspects for the Truth and Reconciliation Programme. Develop and update a database for all TRC victims requiring and receiving health services.

**ENQUIRIES**
Mr OSB Phakathi at Tel No: (012) 395 9138

**NOTE**
Applicants from Coloured, White and Indian male communities will be given preference.

**POST 33/84**

**DEPUTY DIRECTOR: GLOBAL FUND PROJECT COORDINATOR REF NO: NDOH 41/2019**
(Contract Post Ending 30 September 2022)
Chief 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 three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Public Health/Health Sciences or related field. At least three (3) years’ experience working in health programme management and health information management on the level of Assistant Director or equivalent level. Knowledge and understanding of Public Health system and quality improvement methodology as well as the legislative framework governing the Public Service. Knowledge and understanding of clinical management of TB
and HIV co-infected patients. Good communication (verbal and written), time management, analytical, problem-solving, project management, report writing, presentation, facilitation, planning, organising and computer skills (MS Office packages). A valid driver’s licence.

**DUTIES**

Oversee the implementation of the Global Fund TB, TB/HIV and MDR-TB modules in the Global Fund priority districts. Conduct regular monitoring and review of Sub-Recipients (SR) operational plans. Conduct regular on-site visits for verification and support. Coordinate Sub-Recipients and service providers with respect to the Global Fund Sub-Programme work. Monitor the implementation of activities, including achievements of agreed upon targets by Sub-Recipients. Analyse reports and review programme data. Identify challenges, delays and propose resolutions. Provide support to Global Fund Sub-Recipients in the implementation of the TB QI methodology in health facilities and community level in the Global Fund priority districts. Identify and document gaps in programme areas and skills or capacity and recommend strategies to address them. Participate in relevant National TB and HIV cluster activities.

**ENQUIRIES**

Ms YB Tsibolane at Tel No: (012) 395 9097

**POST 33/85**

**ASSISTANT DIRECTOR: FINANCE**

*(Contract Post Ending 30 September 2022)*

Chief Directorate: 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 qualification in Public Finance/Accounting/Financial Management/Management Accounting or Taxation. At least three (3) years’ experience in Financial Accounting environment, with proven experience in financial management, project management in a Government environment and/or a Non-Government Organisation (NGO) sector. Broad knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Government financial reporting. Good knowledge of principles and practice of financial management, financial accounting and management accounting. Knowledge of basic financial operating systems (PERSAL, Basic Accounting System (BAS) and LOGIS). Knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Good communication (verbal and written), analysis, problem-solving, time management, project management, diversity management, facilitation planning, organising and computer skills (MS Office packages).

**DUTIES**

Financial management support to Principal Recipient (PR) and Sub-Recipient (SR). Conduct capacity building workshops or meetings with SRs in relations to financial management. Prepare quarterly reports; ensure that all monthly reports balance with quarterly reports. Manage physical and human resources. Ensure adherence to assets management internal controls. Procurement and supply management of ARVs. Assist in ensuring that monthly and quarterly stock reconciliation are conducted by CPU. Ensure and coordinate risk activities for the Programme Management Unit (PMU) related to finance and Procurement and Supply Management (PSM).

**ENQUIRIES**

Mr SJ Masha at Tel No: (012) 395 8499

**POST 33/86**

**PERSONAL ASSISTANT II**

*(Contract Post Ending 30 September 2022)*

Chief Directorate: Global Fund

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A Senior Certificate (Grade 12) and a three (3) year tertiary qualification in Secretarial/ Office Administration or related field. At least three to five (3-5) years relevant experience in rendering secretarial and administrative support services to senior management. Knowledge and experience in general office and provisioning administration. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Services. Basic knowledge on financial administration. Good communication skills (verbal and written) and ability to communicate well with people at different levels and from different backgrounds. Good, telephone etiquette,
planning, organizing, co-ordination and computer skills (MS Office packages). Ability to research and analyse documents and situations. Ability to act with tact and discretion.

**DUTIES**: Diary management and effective communication. Coordinates with and discuss/ advise the senior manager on all engagements. Provide secretarial support service to the senior manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the senior manager. Provide administrative support services to the manager. Ensure effective flow of information and documents to and from the office of the manager. Render financial and logistical support services. Ensure that travel arrangement are well coordinated, all forms duly signed and submitted to the relevant Directorates. Prepare monthly petty cash request and ensure receipts are submitted to Finance unit.

**ENQUIRIES**: Mr FD Demana at Tel No: (012) 395 8072