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: 07 October 2019 Closing Time: 12:00 Mid-Day

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 (Certification should not be older than three months). No faxed or e-mailed applications as well as certified copies older than three (3) months will 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.

MANAGEMENT ECHELON

POST 34/31: DIRECTOR: HEALTH INFORMATICS ADVISOR (DONOR CONTRACT) REF NO: NDOH 43/2019

Ending 31 March 2022

Chief Directorate: Health Information Management Monitoring and Evaluation

Re-advertisement. Applicants who have previously applied need not to re-apply.

SALARY: R1 005 063 per annum (An all-inclusive remuneration package) basic salary consists of 70% 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 Senior Management Service guidelines.

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or equivalent NQF level 7 qualification, with a postgraduate degree in Public Health or Health Informatics as an advantage. A minimum of five (5) years’ experience in Health Information Management within public health at a middle management level. Expertise or good understanding of District Health Information System (DHIS), data quality improvement approaches and data use for evidence-based decision-making. Good computer skills of various information systems and statistical packages, communication (written and verbal) and strong data analysis skills for large data sets. Ability to think creatively and strategically, work under pressure and strong negotiation skills. A driver’s license.
DUTIES: Support the development of the patient electronic record, health information system architecture and interoperability. Build technical capacity on information within the National Department of Health and provinces for advanced webDHIS trends analysis and data quality management including HIV/AIDS and TB/HIV data. Support rationalization of m-Health within the health sector. Facilitate the review and development of the new District Health Management Information System policy in line with latest developments. Support the districts to implement electronic data collection tools in selected facilities.

ENQUIRIES: Dr G Andrews at Tel No: (012) 395 9588

OTHER POST

POST 34/32: SENIOR ACQUISITION OFFICER REF NO: NDOH 44/2019
Chief Directorate: Supply Chain Management
Directorate: Supply Chain and Asset Management

SALARY: R316 791 per annum (plus competitive benefits)
CENTRE: Pretoria

REQUIREMENTS: National Diploma or equivalent qualification on NQF level 6 in Supply Chain Management/Accounting/Public Management or related field. At least two (2) years' experience in Supply Chain Management. Knowledge of Supply Chain Management legislations such as Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Good communication (written and verbal), computer (MS Word and Excel), interpersonal, problem solving and supervisory skills. Ability to work independently, with a team and under pressure. Valid driver's license.

DUTIES: Prepare bid documents and administer closing of bids. Ensure availability of evidence that all bids received are listed during bid pre-screening and the list of bidders is published on the NDOH website. Administer bid publications. Assist in the compilation of bid documentation and assist bidders with access to the bid documents. Coordinate bid specifications and evaluation committees. Secretariat to the bid specification and evaluation committees and assist the Bid Adjudication committee secretariat with the adjudication meetings. Administer bid awards and regrets. Preparation of bid appointment and regret letters for approval. Attend queries from internal customers and auditors with regards to the bid request for information. Compilation of bid and deviation registers, including variation and expansion registers. Assist in the comp of the annual procurement plan and procurement plan performance reporting. Ensure proper filing of all bid documentation reflecting in the bid register.

ENQUIRIES: Mr SD Dlamini on Tel No: (012) 395-8930

NOTE: Coloured, Indians and disabled applicants are encouraged to apply.