

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 T Moepi
- CLOSING DATE** : 30 March 2020 @ 12h00 Midday
- 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. 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.

MANAGEMENT ECHELON

- POST 10/21** : **DIRECTOR: NURSING PRACTICE REF NO: NDOH 3/2020**
Chief Directorate: Nursing Services
Directorate: Nursing Services
- SALARY** : R1 057 per annum (An all-inclusive remuneration package) (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Nursing registrable with the SANC. A postgraduate qualification in Nursing will be an advantage. At least five (5) years clinical experience in the nursing environment at middle management or equivalent level and three (3) years' experience as a Nurse Manager in Administration, Education, or Primary Health Care. Knowledge of statutory body requirements as well as legislative framework governing the practice of nursing and midwifery, general public service administrative policies that have relevance to nursing practice as well as labour relations and employment equity issues on the practice of

nursing. Strategic priorities of the Department of Health and as enshrined within the National Health Act. Knowledge of the Public Finance Management Act. Good communication (written and verbal), computer literacy, managerial, project and programme management skills. Ability to work under pressure. A valid driver's licence.

DUTIES : Develop relevant policy guidelines for nurses and midwives, based on their scopes of practice. Provide leadership and support provincial development of Standard Operating Procedures (SOP) as guided by the new scope of practice. Liaise with statutory bodies and other relevant stakeholders in the development and update of the regulatory framework to institutionalize nursing practice. Develop relationship with all stakeholders that deal with nursing practice matters so as to improve quality of care at all levels. Manage financial and human resources for the Directorate: Nursing Practice, including continued advocacy to ensure availability of adequate resources to create positive practice environments in all provinces.

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

OTHER POSTS

POST 10/22 : **ASISTANT DIRECTOR: CONDITIONAL GRANTS (DATA ANALYST)**
REF NO: NDOH 5/2020

SALARY : R376 596 per annum (plus competitive benefits)
CENTRE : Conditional Grants. Pretoria
REQUIREMENTS : A Bcom or Bsc in Information Systems or Financial Information Systems or Bcom Accounting with information Systems. At least two (2) years' experience in Financial Systems, Financial Management, Data Management and analysis, Conditional Grants or Donor Funding and Internal and Regulatory Audit. Knowledge of and understanding of government budgeting and planning processes as well as Conditional Grant Frameworks. Knowledge of Public Finance Management Act, Division of Revenue Act and Audit processes. Good communication (verbal and written), analytical, inter and intrapersonal, problem solving and computer skills. A valid driver's licence.

DUTIES : Develop a database for financial, human resources and supply chain management information. Development of Supply Chain management database for contracts, delegations, policies etc on NDOH website. Improve data management, analysis and reporting to ensure quality decision making. Provide adhoc reports as requested by management within provincial financial management support. Improve financial planning by coordinating the compilation of the conditional grants MTEF estimates. Research on costing and allocation models for various conditional grants. Strengthen monitoring of financial performance in line with business planning. Manage expenditure monitoring and reporting processes in line with conditional grants business plans and analyse variance and explore potential budget challenges and remedial actions with programme managers. Achieve a clean audit. Ensure compliance with submission of monthly, quarterly and annual reports. Assist the cluster with data and Microsoft queries.

ENQUIRIES : Mr M Skenjana at Tel No: (012) 395 9776

POST 10/23 : **PROFESSIONAL NURSE REF NO: NDOH 6/2020 (X2 POSTS)**
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health Services

SALARY : Grade 1: R256 905 per annum
Grade 2: R315 963 per annum
CENTRE : Gauteng
REQUIREMENTS : Qualification and years of experience required are indicated above. Knowledge of Port Health legislation, policies, guidelines and protocols, South African Legislation, International Health Regulations and the

Control of Communicable diseases. Good communication (written and verbal), management, planning, administrative, financial, research/analysis and computer skills. A valid driver's licence. **Grade 1:** A Degree/Diploma or Equivalent NQF 6 qualification in Nursing, General Nursing and Midwifery (Clinical Nursing Science, Health Assessment and Treatment). Registration with the SANC as a Professional Nurse. **Grade 2:** A Degree/Diploma or Equivalent NQF 6 qualification in Nursing, General Nursing and Midwifery (Clinical Nursing Science, Health Assessment and Treatment). Registration with the SANC as a Professional Nurse. A minimum of 10 years' experience in nursing after registration as a professional nurse with the SANC in General Nursing. Original certified certificates of service must be submitted with your application as well as proof of registration as a Nurse. Salary grades will be determined in accordance with the above requirements as per the OSD.

DUTIES

: Provision of good clinical practice; manage medical emergencies. Provide evidence of accurate completed passenger documents. Ensure surveillance of passengers with suspected and confirmed communicable diseases are reported and followed up with the district surveillance officer. Optimal client care; Ensure customer complaints are reported, documented and resolved within 7 weeks. Quality nursing care; Ensure implementation of infection and prevention control measures, occupational health and safety and outbreak response to communicable diseases. Ensure implementation of health regulations, policies and related legislation. Departmental and interdepartmental relations; Provide evidence of information sharing in the form of feedback, peer coaching, ensure conflicts are reported and managed professionally amongst peers.

ENQUIRIES

: Ms F Bongweni at Tel No: (012) 395 9728