

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. Application may be submitted through the e-mail at recruitment@health.gov.za or 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** : 13 July 2020 Time: 12h00 Midday
- 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 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 license. No faxed 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 16/12** : **DEPUTY DIRECTOR: ORGAN TRANSPLANT REF NO: NDOH 20/2020**
Chief Directorate: Non-Communicable Diseases
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (All inclusive)
: Pretoria
: A Bachelors Degree/National Diploma/or equivalent NQF 6 qualification in Health Science preferably Nursing. At least three (3) years clinical experience in the organ transplant and renal dialysis environment at a junior management /supervisory level. Knowledge of National Health Act 2004, Human Resource policies, Public Finance Management Act (PFMA), Procurement policies, Treasury Regulations, budget, Public Service Regulations. Good communication (written and verbal) problem solving, planning, organizational, research as well as intersectoral collaboration, policy development, project management, leadership, team work, analytical and computer (Ms office package) skills. Ability to work under pressure, independently and in a team. A valid driver's license.
- DUTIES** : Manage the sub-directorate and coordinate organ transplant and renal dialysis services. Administrate all legislative obligations of the department regarding organ transplant and renal dialysis including processing applications for organ transplant to the Minister. Develop, review and monitor implementation of relevant regulations, policy, guidelines, norms and standards to standardize transplantation and renal dialysis practices. Provide oversight and support provinces on organ transplantation and renal dialysis activities. Develop and facilitate the implementation of organ donation and kidney awareness plan. Facilitate the implementation of the Ministerial Advisory Committee on organ transplant and renal dialysis. Ensure intersectoral, interdepartmental, intradepartmental and international liaison and collaboration. Manage risks and audit queries related to Organ Transplant and Renal Dialysis services.
- ENQUIRIES** : Ms E Mulutsi at Tel No: (012) 395 – 8044

POST 16/13 : **ASISTANT DIRECTOR: CONDITIONAL GRANTS (PROVINCIAL BUDGET ANALYSTS) REF NO: NDOH 19/2020**

SALARY CENTRE : R376 596 per annum (plus competitive benefits)
: Conditional Grants. Pretoria

REQUIREMENTS : A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 qualification in Accounting. At least two (2) years' experience in Financial Systems, Financial Management, Data Management and analysis, Conditional Grants of 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 (Advanced MS office packages). A valid driver's license.

DUTIES : Provide strategic leadership on the development of Frameworks and inputs into the Division of revenue Bill and ensure compliance. Consolidate the inputs and draft the submission for National Treasury. Render strategic policy advice to strengthen financial management reporting, tracking and decision making. Assist in reviewing conditional grant policies. Provide strategic leadership to ensure compliance with compliance with Division of Revenue Act by research on costing and allocation models for various conditional grants. Render strategic advice to strengthen provincial financial planning and budgeting in line with the Medium term Expenditure Framework (MTEF). Compile the MTEF allocation for all conditional grants. Ensure compliance with submission of monthly, quarterly and annual reports and enforce adherence to legislation and related policies.

ENQUIRIES : Mr H Nevhuthalu at Tel No: (012) 395 9682

POST 16/14 : **ASISTANT DIRECTOR: PROVINCIAL SUPPORT (PROVINCIAL BUDGET ANALYST) REF NO: NDOH 18/2020**

SALARY CENTRE : R376 596 per annum (plus competitive benefits)
: Provincial Support, Pretoria

REQUIREMENTS : A three-year Bachelor's Degree/ National Diploma or equivalent NQF 6 qualification in Financial and Management Accounting. At least two (2) years experience in budget analysis environment. Experience in financial statements and supply chain management as well as experience in data management, databases and report writing. Knowledge of the King Reports, PFMA, Treasury Regulations, PPPFA, Public Service Act and Other prescripts. Knowledge of the government transversal systems. Understanding of public sector budget planning, budget analysis, auditing, financial accounting in terms of SCM and budgeting. Good communication (verbal and written), analytical, planning, interpersonal, people management, risk management and computer skills. A valid driver's license.

DUTIES : Conduct expenditure monitoring and reporting processes in line with Provincial Annual Performance Plan. Facilitate and consolidation of provincial budgets and annual performance plans. Strengthen financial management reporting, tracking and decision-making. Conduct constant assessment to check the approved provincial financial plans in line with relevance to the financial processes and prescripts. Analysis of provincial financial statements. Update provinces on changes and/ or additions in the financial statements compilation and reporting. Render supply chain processes to identify gaps and introduce reforms. Facilitate findings and engage provinces on action plans recommended by management on common challenges affecting service delivery due to supply chain inefficiencies. Coordination and monitoring of the provincial financial improvement plans to improve audit outcomes. Liaise with provincial health departments on audit improvement plans to address audit findings. Provide support to the chief directorate. Coordination of and submission of chief directorate operational plans and annual performance plans for the branch.

ENQUIRIES : Mr H Nevhuthalu at Tel No: (012) 395 9682

POST 16/15 : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: NDOH 17/2020 (X3 POSTS)**
 (Contract Post Ending 31 March 2022)
 Directorate: Legal Services

SALARY : R373 389 – R439 827 per annum (plus 37% in lieu of benefits)
CENTRE : Pretoria
REQUIREMENTS : A four year legal qualification, LLB or B Proc. Admission as an Advocate or Attorney will be an advantage. At least eight (8) years appropriate post qualification experience in providing legal advice and drafting of legal opinion, negotiating, scrutinizing, editing legal documents and or contracts as well as legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Civil Litigation and Intergovernmental Relations framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process, rules of Parliament and all pieces of legislation administered by the Department. Excellent communication (verbal and written), interpersonal and computer skills. Willingness to travel frequently and work long and irregular hours. Ability to function under pressure. A valid driver's license.

DUTIES : Draft Legislation, Regulations, Executive Acts, International Agreement, Memoranda of Understanding and other legal instruments. Distribution of first draft to internal stakeholders and other government Departments. Drafting, editing and amending Service Level Agreement, contracts, Memoranda of Understanding and International Agreements. Provision of legal opinions to the departments and Ministry. Identify applicable legal principles, including case law and apply the law to facts. Management and co-ordination of litigation. Liaise with the State Attorney timeously to ensure compliance with Court Rules and proper representation of the Department.

ENQUIRIES : Adv LN Makhoshi at Tel No: (012) 395 8470
NOTE : Copies of original certificates of service must be submitted with the application.