

NATIONAL 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 M Shithiba
- 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 29/15** : **CHIEF-DIRECTOR: WOMEN'S, MATERNAL AND REPRODUCTIVE HEALTH REF NO: NDOH 54/2017**
Chief Directorate: Women's, Maternal and Reproductive Health
- SALARY** : An all inclusive remuneration package of R1 068 564 per annum (basic salary consist 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 the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/equivalent NQF 7 qualification in Health Sciences or Health related field, registerable with the Health Professions Council of South Africa (HPCSA). Qualification in Obstetrics & Gynaecology (O&G) will be an advantage. At least five (5) years experience at a senior management level. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service. Knowledge of PFMA (Public Finance Management Act). Good communication written and verbal, strong strategic and analytical skills, project management, leadership, negotiation and advocacy skills, monitoring, evaluation and research skills. A valid driver's licence.
- DUTIES** : Manage the Chief Directorate: Women's, Maternal and Reproductive Health. Provide strategic and operational plans in the area of Maternal, Neonatal, Reproductive and Women's Health. Develop and support implementation of plans to reduce maternal and neonatal mortality, improve access to quality reproductive health services and implement the breast and cervical cancer policies. Manage and coordinate the expansion of the PMTCT programme. Ensure support to provinces to prevent and manage genetic disorders. Oversee the implementation of legislation, policies and

programmes related to: the CTOPA. Support the ministerial committees on maternal and perinatal mortality. Robust monitoring and evaluation of progress in the implementation of maternal, neonatal, women's health and reproductive health. Ensure quarterly reporting against the annual performance plan indicators with appropriate interventions. Ensure effective risk management, governance and compliance. Facilitate interaction with other chief directorates in the Department as well as provinces, other Government Departments, academics and research organisations and stakeholders as appropriate.

ENQUIRIES : Dr Y Pillay Tel no: (012) 395 8077
CLOSING DATE : 07 August 2017 Closing Time: 12h00 Midday

OTHER POSTS

POST 29/16 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: NDOH 55/2016**
 Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulations

SALARY : R420 909 – R 1 023 054 per annum plus competitive benefits. (Salary notch/package to be determined according to relevant experience and qualifications) Certified copies of original certificates of service must be submitted with the application.

CENTRE : Pretoria

REQUIREMENTS : A three or four year Degree in LLB and admission as an Attorney or Advocate. At least eight (8) years appropriate post graduate experience in litigation, advisory, legislative drafting, legal research and contract vetting. Extensive knowledge and application of the Medicines & Related Substances Act, (Act 101 of 1965). Knowledge of Pharmacy Act, 1974 (Act 53 of 1974), Consumer Protection Act, 2008 (Act 68 of 2008), Constitution of Republic of South Africa, 1996 (Act 108 of 1996), the Labour Relation Act, 1995 (Act 66 of 1995), Promotion of Access to Information Act, 2000 (Act 2 of 2000), Promotion of Administrative Justice Act, 2000 (Act 3 of 2000). Good communication (verbal and written), interpersonal relations, problem solving, project management, creative legal thinking and computer skills (MS Office package). Resilience and be prepared to deal with administration. Ability to work independently and under pressure as well as function as part of a team when required.

DUTIES : Provide advice to the Cluster, the Registrar, the Medicines Control Council (MCC) and different Committees on all legal matters. Draft new as well as amendments on existing legislation (including regulations). Plan and do research, including comparative legal research in respect of all legislation administered by the Department. Negotiate, draft and edit contracts. Prepare and issues discussion papers and reports that contain research recommendations and draft legislation for law reform. Deal with legal actions instituted against or on behalf of the MCC. Draft legal opinion as required and administrative control duties on all legal correspondence

ENQUIRIES : Dr J Gouws Tel no: (012) 395 8002/8032
CLOSING DATE : 07 August 2017 Closing Time: 12h00 Midday

POST 29/17 : **ASSISTANT DIRECTOR: COMPREHENSIVE CARE MANAGEMENT TREATMENT (CCMT) REF NO: NDOH 52/2017**
 (Contract post ending March 2019)
 Chief Directorate: HIV and AIDS. Directorate: Child and Youth Health

SALARY : R417 552 per annum (plus 37%in lieu of benefits)

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year Bachelor's degree or Diploma or equivalent NQF 6 qualification in Health Sciences. A post basic degree/diploma in Community/Primary Health Care will be an added advantage. At least three (3) years experience in nursing, or Primary Health Care and in managing children infected and/or affected by HIV and AIDS and/or TB. Knowledge of HIV and AIDS and STI National Strategic Plan. Training in integrated Management of Childhood Illness Strategy (IMCI). Good understanding of Comprehensive HIV and AIDS Management, Care, Treatment and support plan for children and adolescents. Ability to identify, support researchable areas and utilise findings. Ability to develop and analyse policy guidelines. Ability to communicate effectively with NGO's and other stakeholders. Good interpersonal relations, communication (written and verbal), organisation, planning and computer literacy skills. A valid driver's licence.

DUTIES : Capacity building for Child Health including CCMT programme. Support IMCI implementation in provinces to improve HCT in children. Strengthen integration with other child health programmes. Compile review and present proposal for programme financial support from various donor funders. Compile reports for executed planned activities and produce report. Support programme for children made vulnerable or orphaned due to HIV and AIDS (NACCA). Roll out HIV disclosure guidelines for children and adolescents in collaboration with partners. Participate in child health social mobilisation activities. Facilitate development of IEC materials related to psychosocial support. Initiate and coordinate risk management and audit queries for CCMT programme. Support risk management and audit activities for MCWH and HID, AIDS and TB programme.

ENQUIRIES : Ms N Mazibuko Tel no: (012) 395 8735
CLOSING DATE : 07 August 2017 Closing Time: 12h00 Midday

POST 29/18 : **INTERNSHIP PROGRAMME 2017/2018 REF NO: NDOH 53/2017**
(12 months contract)
The National Department of Health invites graduates who seek practical work experience and unemployed graduates who are interested in a public service career to apply for internship (an occupationally-based work experience opportunity) in the areas mentioned below for a minimum of twelve months. The applicants must not have been exposed to work experience in their area of study or have participated in an internship programme in a government department. The Department aims to enhance the employability of unemployed graduates as potential employees through this internship programme.

SALARY : Stipend: R5 000 per month
CENTRE : National Department of Health. Pretoria
REQUIREMENTS : Degree/Diploma in Administration, Public Administration, Public Management, Office Administration and Management, Statistics, Financial Management, Accounting, Supply Chain Management, Logistics Management, Purchasing Management, Communication, Marketing, Public Relations, Information Technology, Information Systems, Project Management, Internal Audit, Commerce, Risk Management, Management, International Relations, Human Resources Development, Training Management and Human Resources Management.

DUTIES : Administration. Financial & Supply Chain Management. Employment Relations. Communication. Health Information Research Monitoring & Evaluation. Environmental Health & Port Health Services. Provincial Financial Management Support. Health Regulations: Projects. Health Regulations & Compliance. Internal Audit. District Health Systems. International Relations. National Health Insurance. Nursing Services. TB Control & Management. Human Resource Management & Development. Human Resource Policy, Planning & Management. Information Communication Technology. Clearly mark your application, "Internship Programme 2017/2018", quote the Ref no: NDOH 53/2017 and the area of placement /study area as your reference number. For more information regarding qualification required and placement/study area please go to www.doh.gov.za

ENQUIRIES : Mr A Masilo Tel no: (012) 395 8669
CLOSING DATE : 07 August 2017 Closing Time: 12h00 Midday