

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension 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 X399, Pretoria. 0001. Applications should be forwarded to recruitment@health.gov.za quoting the reference number
- FOR ATTENTION** : Ms TP Moepi
- 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 battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (need not be certified) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed 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 43/11** : **CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 18/2021**
- SALARY** : R1, 251,183 per annum (An all-inclusive remuneration package) 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 REQUIREMENTS** : CD: International Health and Development, Pretoria
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Science/Public Health. At least five (5) years' experience at a senior management level in international relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Health Regulations, Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management, strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license.
- DUTIES** : Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the MDG. Support the prevention and control of regional public health risks that threaten South African and African population. Facilitate the provision of development assistance programme/projects to advance global health agenda in Africa and Middle East. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of resources.

ENQUIRIES : Ms VM Rennie at Valerie.rennie@health.gov.za
CLOSING DATE : 20 December 2021 closing Time: 12H00 Midday

OTHER POSTS

POST 43/12 : **DEPUTY DIRECTOR: ADMINISTRATION COORDINATOR REF NO: NDOH 20/2021**
(Twelve (12) Months Contract)

SALARY : R744 255 per annum (An all-inclusive remuneration package) (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Chief Directorate: HIV/AIDS, Pretoria
REQUIREMENTS : National Diploma at NQF level 6 or bachelor's degree at NQF level 7 in Office Administration /Office Management or related NQF level 6 qualification. Honors degree at NQF level 8 in the aforementioned field will be an advantage. At least Five (5) years' experience within Administration field at Junior management or equivalent level. Working experience in Public Sector will be an added advantage. Knowledge of South African constitution, Public Service Regulatory framework, Public Health, PEPFAR, Operation Phuthuma, knowledge of modern principles, methods, practices relating to Public Health administration. Strong administrative skills including database administration, strong minute taking skills, Strong communication (verbal and written) and interpersonal skills, analytical and problem solving skills, Working knowledge of Microsoft office packages. Valid driver's license.

DUTIES : Provide secretariat support to Partnership Framework Implementation Plan (PFIP) steering committee, management committee and workstreams. Provide secretarial support to Operation Phuthuma including project administration. Coordinate monthly provincial calls including minutes taking, follow up and finalization of action logs. Manage the flow of PEPFAR supported activities for the Branch. Draft PFIP quarterly COAG reports. Monitor the implementation of PEPFAR activities and strengthen partnership between NDOH and PEPFAR. Provide administrative assistance at National, Provincial and District level to support the implementation of PEPFAR activities in South Africa. Assist with stakeholder coordination to support implementation of interventions aimed at reaching 90-90-90 targets.

ENQUIRIES : Ms S Dawad on email: suraya.dawad@health.gov.za
CLOSING DATE : 20 December 2021 closing time: 12H00 Midday