

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 10/45** : **DIRECTOR: COMPENSATION COMMISSIONER FOR OCCUPATIONAL DISEASES (CCOD) REF NO: NDOH 10 /2022**
Chief Directorate: Compensation Commissioner for Occupational Diseases (CCOD).
- SALARY** : R1 073, 187 per annum (An all-inclusive remuneration package) (basic salary consists 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** : Johannesburg.
- REQUIREMENTS** : An Undergraduate qualification (NQF 7) as recognised by SAQA in Accounting/Financial Management. Post graduate qualification in Accounting/Financial will be an advantage. At least five (5) years' experience in middle/senior management level in finance management. Ten (10) years' experience in financial management will serve as an advantage. Knowledge of Public Finance Management Act (PFMA), treasury regulations, Occupational Diseases in Mines and Works Act (ODMWA), IFRS/GRAP standards as well as the Pastel / Sage Accounting System. Good strategic capabilities and leadership, communication (written and verbal), knowledge management, service delivery innovation (SDI), problem solving and analysis, client orientation and customer focus skills. Ability to work independently, within a team and work irregular hours. A valid driver's licence.
- DUTIES** : Manage the Compensation Fund, Revenue and Bank Accounts as prescribed in the PFMA, Treasury regulations and other applicable legislation. Management of risk and audit queries. Oversee the maintenance and safeguarding of revenue. Management of stakeholder in relation to CCOD. Management and administration of various governance committees which include mining industry and organised labour partners. Prepare strategic and annual performance plans and annual

reports and annual financial statements of CCOD. Management of the operations of the CCOD. Manage the supply chain processes, facilities as well as support services at CCOD. Liaison with National Treasury. Please Note That A Successful Candidate Will Also Be Appointed As A Deputy Commissioner Of Ccod By The Minister Of Health In Terms Of Section 54(B) Of ODMWA

ENQUIRIES : Dr B Kistnasamy at 0722200247
CLOSING DATE : 4 April 2022 Closing Time: 12H00 Middy

OTHER POSTS

POST 10/46 : **DEPUTY DIRECTOR: PARLIAMENTARY SERVICES REF NO: NDOH 9/2022**

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 : Office of the Director General. Pretoria.
REQUIREMENTS : National Diploma (NQF 6) or Bachelor's Degree at (NQF level 7) in Public Administration / Public Management or related NQF level 6 qualification. An Honours degree in the relevant field will be an advantage. At least five (5) years' appropriate experience within administration field and strategic management functions at junior management or equivalent level. Knowledge of Office of the Director General operations. Understanding of the functional area(s) covered by the executive authority's portfolio, the political and parliamentary processes of South Africa as well as Public Sector policies and legislation and application thereof. Good communication (written and verbal), analytical, interpersonal, leadership, strategic planning, project management, organisational and computer literacy (Microsoft Package) skills. Ability to work under pressure, independently and in a team. Valid driver's licence.

DUTIES : Support and advice the Director-General in fulfilling and executing parliamentary matters. Coordinate the distribution of parliamentary related documents for discussion at the parliament meetings. Oversee the effective management of parliamentary questions. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organisations.

ENQUIRIES : Mr J Kgatla at Tel No: 012 395 8080
CLOSING DATE : 4 April 2022 Closing Time: 12H00 Middy

POST 10/47 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 11/2022**
 Chief Directorate: Compensation Commissioner for Occupational Diseases (CCOD)

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 : Johannesburg
REQUIREMENTS : An Undergraduate Bachelor Degree (NQF 7) / National Diploma (NQF 6) recognised by SAQA in Public Administration / Human Resources Management. At least five (5) years' experience in junior management level in Administration. Eight (8) years' experience in administration will serve as an advantage. Knowledge and understanding of Financial Policies as guided by Treasury Regulations as well as the application of Government and Departmental policies. Good strategic capabilities and leadership, communication (written and verbal), computer literacy, coordination and project management skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's licence.

DUTIES : Management and supervision of employees to ensure an effective service and undertake all administrative functions required with regard to HR Administration. Support for the office with transversal services and technical support for the administrative functions in the directorate. Provide overview, coordination and comprehensive support on decision making for financial issues within the programme. Administration of benefit medical examination programs for active and ex-mine employees with accordance to occupational diseases in mine and works Act. Provide awareness, training and support on service providers on benefit medical examination. Management and administration of certification of Benefit Medical Examination applications and coordination of functions.

ENQUIRIES : Dr N Mtshali at Tel No: 011 356-5669
CLOSING DATE : 4 April 2022 Closing Time: 12H00 Middy

POST 10/48 : **DEPUTY DIRECTOR: QUALITY IMPROVEMENT MENTORS REF NO: NDOH 12/2022 (X8 POSTS)**
(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 REQUIREMENTS : Directorate: Quality Assurance. Pretoria
: A four year Diploma/Bachelor's degree in Nursing plus registration with the HPCSA. At least three (3) years' experience in middle management in health care services, quality management, implementation of quality management principles and techniques, OHSC inspection processes and understanding of the District Health Services (DHS). Knowledge of nursing processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary Code and Procedure. Good communication (verbal and written), research, leadership, organizational, decision making, interpersonal, public relations, negotiating, conflict management, counseling and computer skills (MS Office package), Willingness to work irregular hours and ability to travel frequently. A valid driver's license.

DUTIES : Provide guidance and oversight of each step of the Quality Improvement (QI) process to ensure successful implementation of quality improvement methodology. Identify gaps on self-assessment and OHSC inspection results. Provide one-to-one mentoring and quality management to managers and staff and quality management activities, e.g quality management structures within hospitals. Provide in-service training and workshops as necessary. Provide mentoring on quality managers at health establishment as well as with staff responsible for implementation of quality improvement plans. Facilitate and integrate service delivery within and between health establishment and services. Implementation of a coordinated approach and integration of provision of quality patient care. Implement activities to support the clarification of the facilities with OHSC. Guide the process of development of quality improvement plans.

ENQUIRIES : Ms CM Mbuyane at Tel No: 082 337 5381

CLOSING DATE : 4 April 2022 Closing Time: 12H00 Midday