

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. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 22 August 2022, Closing Time: 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 batteries. 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). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. 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 29/30** : **PHARMACEUTICAL POLICY SPECIALIST REF NO: NDOH 42 /2022**
Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines
- SALARY** : Grade 1: R911 406 per annum
Grade 2: R996 570 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : **Grade 1:** A B-Pharm degree, current registration as a Pharmacist plus a minimum of seven (7) years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 2:** B-Pharm degree, current registration as a Pharmacist plus eleven (11) years appropriate experience after registration as a Pharmacist with the SAPC. Salary grade will be determined in accordance with the above requirements as per the OSD. Qualification and years of experience required are indicated above. Knowledge and understanding of the National Drug Policy, National Health Policy. Knowledge of the Medicines and Related Substances Control Act 101 and Pharmacy Act 53, as amended. In-depth knowledge and understanding of the Standard Treatment Guidelines (STGs) and Essential Medicines List (EML). In-depth Knowledge and understanding of evidence-based medicine principles, Health Technology Assessment and rational medicines use. Good communication (verbal and written), presentation, interpersonal, problem-solving, project planning, organisational, supervisory and computer skills (MS Office packages). A valid driver's license. Willing to travel regularly and work long and irregular hours. Candidates may be required to do a practical competency test.

- DUTIES** : Manage the recruitment, functioning and governance of Ministerial appointed Committees for the selection of essential medicines, Manage the Review of the Standard Treatment Guidelines (STGs) and Essential Medicines List (EML) and support the establishment of the framework for Health Technology Assessment, Provide input relating to medicine selection to internal and external parties with adequate relationship management and communication, Develop and implement appropriate policies and procedures for the review of STGs and EML, Risk management.
- ENQUIRIES** : Dr J Jugathpal Tel No: 012 395-8449 or Janine.Jugathpal@health.gov.za
- POST 29/31** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: NDOH 43/2022**
Office of the Director-General
- SALARY** : R382 245 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree/National diploma or equivalent NQF Level 6 qualification in Administration. At least five (5) years' experience in rendering secretarial and personal assistant duties to executive management including general office and provisioning administration. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience in supply chain and finance processes as they relate to the administration of meetings and petty cash. Strong organisational skills with specific reference to management of documents. Good computer office packages and communication (written and verbal) skills. Ability and willingness to perform sessional duties and work extended hours as and when required. A valid driver's license.
- DUTIES** : Provide effective and efficient Secretarial and Personal Assistant support to the Director-General. Efficient and decreet management of the Director-General's schedule in respect of diary management and coordination of meetings. Ensure effective and efficient functioning of the Director-General's office. Perform other administrative functions and ensure well managed and effective office operations, systems and procedures that facilitate team work and the work of the office of the Director-General. Ensure safekeeping of all documentation in the office of the Director-General in line with relevant legislation and polices. Perform sessional duties in Cape Town as and when required.
- ENQUIRIES** : Ms S Vilane Tel No: 012 395 9374