

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 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 (quoting the relevant reference number)
- FOR ATTENTION NOTE** : Ms TP Moepi
 : 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 (ONLY) (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply 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 prior to the final selection phase. Applications should be on one PDF format (If emailed). 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 35/49** : **DIRECTOR: HOSPITAL FACILITIES PLANNING REF NO: NDOH 95/2022**
- SALARY** : R1 073 187 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** : Cluster: Health Facilities Infrastructure Management, Pretoria
 : An undergraduate qualification (NQF 7) B-Tech in Built environment. A certificate in Project Management / Health Facility Planning will be an advantage. At least five (5) years' experience at a middle management level in Health Infrastructure and/or Built Environment. Experience should also include Financial and Project management. Knowledge of National Health Act and other relevant legislation and prescripts, Public Finance Management Act, DORA, treasury Regulations etc. Knowledge and experience in policy development and analysis as well as relevant national regulations and policies within health sector. Good leadership, problem solving; conflict, risk and performance management; strategic, analytical, facilitation, negotiation, monitoring and evaluation, interpersonal, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently, high pressured environment, with the team, travel and work irregular hours. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Initiate and develop systems to support provinces to improve health infrastructure planning and maintenance. Develop unified norms and

standards on health facilities projects. Development and approval of designs for NHI hospitals. Manage and oversee planning and construction of NHI identified projects. Manage the entire facilities maintenance budget at National Department of Health. Align all resources allocated to the directorate in relation to both construction and maintenance of existing health infrastructure. Manage and develop human resources, budgets and financial controls within the directorate. Develop APP for the directorate and report on all activities affecting the directorate. Development and approval of business cases, clinical and technical briefs for all health infrastructure projects (NHI included). Assist the provinces in developing project briefs and give support to brief consulting team.

ENQUIRIES : 0 Mr A Dakela Tel No: 012 395-8276
CLOSING DATE : 03 October 2022

POST 35/50 : **DIRECTOR: CHILD AND YOUTH HEALTH REF NO: NDOH 96/2022**
 Chief Directorate: Child Youth and School Health

SALARY : R1 073 187 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 : Pretoria
REQUIREMENTS : A Bachelor's Degree qualification (NQF 7) as recognised by SAQA in Health Sciences / Public Health which allows registration with statutory council. A post-graduate qualification in a relevant field will be an advantage. At least five (5) years of middle management experience with specific emphasis on child and/or youth health programmes. Knowledge of child, youth and school health policies and programmes including the Integrated Management of Childhood Illness, Infant and Youth Child Nutrition, paediatric HIV/AIDS, the Expanded Programme on Immunisation, the Integrated School Health Programme and the Adolescent and Youth Friendly Services as well as the Convention on the Rights of the Child. Experience with national liaison and/or in policy drafting, strategic and operational planning will be an added advantage. Good interpersonal, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently, high pressured environment, with the team, travel and work irregular hours. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Support and strengthen provision of health services for children and adolescents. Facilitate the development of norms and standards for provision of priority child, youth and school health programmes. Strengthen community-based child and adolescent health interventions. Facilitate the development and implementation of strategic aimed at strengthening household and community practices which improve the health and well-being of children and adolescents. Monitor implementation of key Child Youth and School Health (CYSH) programmes. Ensure that all information required for monitoring of national and global CYSH targets are timeously submitted. Build strong partnership with CYSH stakeholders. Manage the Directorate: Child, Youth and School Health. Develop and oversee implementation of the Directorate's annual operational plan.

ENQUIRIES : Dr T. Chidarikire Tel No: 012 395-9153 / 9774
CLOSING DATE : 03 October 2022

OTHER POSTS

POST 35/51 : **DEPUTY DIRECTOR: CHILD YOUTH AND FAMILY MENTAL HEALTH REF NO: NDOH 101/2022**
 Chief Directorate: Non-Communicable Diseases

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 : Pretoria
REQUIREMENTS : A Bachelor's degree in Health or Social Sciences or equivalent qualification in mental health. And registration with a relevant statutory council as a mental health care practitioner. A master's degree in Public Health or in the above fields will be an advantage. At least three (3) years' demonstrable experience in mental health/psychiatry clinical, research and health systems management

- at Assistant Director or equivalent level. Experience in policy development will be an added advantage. Knowledge of relevant legislation and policies in mental health, and other applicable health related policies and legislations. Good, planning, organisation, financial, project management, monitoring and evaluation, communication (written and verbal) and computer (Microsoft Office package) skills. Full proficiency in English and at least one other South African language. Ability to work independently in a high pressured environment and within a team and work irregular hours when required. A valid driver's licence.
- DUTIES** : Develop legislation, regulations, policy guidelines, norms and standards on mental health. Identify priority areas and opportunities for mental health promotion, prevention of mental illnesses as well as advocacy for mental health and develop necessary interventions, for an example prevention of suicide. Support provinces in the implementation of legislation, policies, guidelines, programmes and intervention on Child, Youth and Family Mental Health. Visit provinces and provide technical support in strengthening child and adolescent mental health services. Collaborate and liaise with international, intersectoral, interdepartmental and intradepartmental stakeholders. Coordinate and support activities on mental health promotion and prevention of mental illness. Manage the sub directorate: Child, Youth and Family Mental Health. Ensure that the mental health component is integrated into programmes like HIV and AIDS and other communicable and non-communicable diseases, Health Promotion, Child, Youth and School Health etc.
- ENQUIRIES** : Ms AD Shiba Tel No 012 395-8043
- NOTE** : Please note that applicants from the Coloured and White communities as well as persons with disabilities are encouraged to apply
- CLOSING DATE** : 03 October 2022
- POST 35/52** : **DEPUTY DIRECTOR: COMMUNITY TB CARE REF NO: NDOH 100/2022**
Chief Directorate: Tuberculosis Management
- 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** : Pretoria
- REQUIREMENTS** : Bachelor Degree / National Diploma (NQF 6) as recognised by SAQA in Health Sciences or Social Sciences. At least three (3) years' experience in training or facilitation and clinical experience in the management of TB and HIV co-infected patients as well as in health programme management. Knowledge and understanding of public health systems, public service systems and legislation governing public service. Good analytical and problem-solving, presentation, administrative, training/facilitation, stakeholder and project management, report writing, monitoring and evaluation, communication (written and verbal), conflict management and computer literacy (Microsoft Office package) skills. Ability to work independently, in high pressured environment and with the team and work irregular hours. A valid driver's licence.
- DUTIES** : Programme management and coordination of TB activities. Review the TB diagnosis and treatment practices, make recommendations and feedback to district and provinces. Provide technical support on strengthening TB infection and prevention. Review, print and disseminate materials on TB infection control. Conduct training of health care workers on TB clinical management. Provide technical assistance to provinces and districts on the scale up of new diagnostic tests and treatment. Review the TB referral systems and make recommendations for improvement. Review and update training manuals. Monitor and evaluate progress of the TB programme against targets. Conduct support visits to priority districts to monitor programme implementation. Stakeholder management. Manage human and financial resources. Supervise staff and monitor implementation of operational plans. Undertake performance appraisals of staff.
- ENQUIRIES** : Dr L Mvusi Tel No: 012 395-8926 / 8913
- NOTE** : Please note that applicants from the Coloured and White communities as well as persons with disabilities are encouraged to apply.
- CLOSING DATE** : 03 October 2022
- POST 35/53** : **ASSISTANT DIRECTOR: ICT PROJECTS REF NO: NDOH 97/2022**
Directorate: Information Communication Technology
- SALARY** : R382 245 per annum, (plus competitive benefits)

CENTRE REQUIREMENTS : Pretoria
: An appropriate recognized National Diploma (NQF 6) in Information Technology/ Information Systems or Project Management. Bachelor' degree in the above fields will be an advantage. At least two (2) years' experience in IT environment at supervisory level. Experience in project management. Knowledge of a process Based Approach Project Management Practice and Systems Development Life Cycle. Knowledge of Public Service Regulations and Legislations. Good communication (verbal and written), policy analysis and development, planning, organizing, time management, facilitation and coordination, negotiation and people management, interpersonal, analytical, problem solving and computer skills (MS Office package).

DUTIES : Planning, scoping and scheduling of ICT 'projects in the Department. Develop a coherent document of all the activities to be performed when developing and controlling the implementation of an IT system. Support and coordinate the establishment of the Project Management Office (PMO) processes and ensuring efficient implementation of ICT projects. Ensure that all project proposals receive the necessary approvals. Provide effective communication amongst project stakeholders. Facilitate the writing of minutes for all project meetings. Negotiate and work with multi-disciplinary project stakeholder in delivering on project deliverables. Interact with various units/Directorates requesting IT solution(s). Manage IT project risks and audit queries.

ENQUIRIES NOTE : Mr A Mabuza Tel No: 012 395 8647
: Please note that applicants from the Coloured, Indian communities as well as persons with disabilities are encouraged to apply

CLOSING DATE : 03 October 2022

POST 35/54 : **ASSISTANT DIRECTOR: ICT SYSTEM DEVELOPMENT REF NO: NDOH 98/2022**
Sub-Directorate: ICT Data Technology

SALARY CENTRE REQUIREMENTS : R382 245 per annum, (plus competitive benefits)
: Pretoria
: An appropriate recognized National Diploma (NQF 6) in Information Technology/ Information Systems/ Computer Software Engineering/ Informatics/Management Information Systems or Business Information Management. Bachelor' degree in the above fields will be an advantage. At least two (2) years' experience in ICT industry at supervisory level. Relevant and adequate exposure to application development life cycle methodologies, information system analysis, business process management and analysis, ICT planning and ICT service management. Knowledge of Web Application Development (HTML, JAVA, .Net, PHP and/or other web application portal technology and programming languages). Knowledge of a process Based Approach Project Management Practice, database design and management and System Development Life Cycle. Knowledge of Public Service Regulations and Legislations. Good communication (verbal and written), policy analysis and development, planning, organizing, time management, facilitation and coordination, negotiation and people management, interpersonal, analytical, problem solving and computer skills (MS Office package).

DUTIES : Analyse, evaluate, design, validate, define and document detailed business functional and technical requirement of multiple stakeholders. Conduct interviews with business process owners. Develop, facilitate and negotiate technical requirements and technical solutions amongst multiple stakeholders to business problems. Develop technical specification for anticipated business process automation. Identify the current and future state business process. Build a repository and database of business processes. Help business stakeholders to envision the future and how their work will need to change to support the future including data migration rules, business rules and enforcing elements of system design. Enforce business rules and policies into process automation. Manage risks, audit queries and resources. Draft work plans with subordinates and agree upon work plans. Develop mechanisms and ways of resolving the identified issues to ensure system development success.

ENQUIRIES NOTE : Mr A Mabuza Tel No: 012 395 8647
: Please note that applicants from the Coloured, Indian communities as well as persons with disabilities are encouraged to apply

CLOSING DATE : 03 October 2022

POST 35/55 : **SENIOR STATE ACCOUNTANT: PAYMENTS AND BOOKEEPING REF NO: NDOH 99/2022**
Directorate: Financial Accounting

SALARY : R321 543 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized National Diploma (NQF 6) in Financial Accounting/Management or related equivalent qualification. A Bachelor's degree (NQF 7) in Financial Accounting/Management will be an advantage. At least five (5) years in government environment with three (3) years experience in bookkeeping/payments and in financial management. Knowledge of the Public Finance Management Act, Treasury Regulations, government policies, PSCBC resolutions and the Public Service Act. Knowledge of the Persal System, Basic Accounting System, Safetyweb and contents of the procedure manuals in bookkeeping/payments. Knowledge and understanding of general recognized accounting practices. Good communication (verbal and written), analytical, planning, organizing, problem solving, time management, interpersonal relations, teamwork, numeracy, accuracy and computer skills (MS Office package). A valid driver's licence.

DUTIES : Authorize processed financial transactions. Ensure that all general sundry payments including Conditional Grants are finalized. Perform bookkeeping support services. Clear all relevant suspense accounts prior to the scheduled closure date of National Treasury. Perform daily petty cash counts. Compilation of inputs for financial statements. Mitigate risk and audit queries. Implement internal control measures. Supervise human and physical resources.

ENQUIRIES : Ms GB Mawela Tel No: 012 395 8917
CLOSING DATE : 03 October 2022