

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 or should be forwarded to recruitment@health.gov.za quoting the relevant reference number on the subject e-mail
- FOR ATTENTION NOTE** : Ms TP Moepi
- : 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.

OTHER POSTS

- POST 42/41** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: NDOH 109/2022**
Directorate: Project 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 REQUIREMENTS** : Pretoria
- : A three-year qualification (NQF 6) in Project Management. A Bachelor's degree (NQF 7) in Project Management will be an advantage. At least three (3) years' relevant experience in project management and demonstrated experience of having successfully rolled out a change process ideally in a government or other complex organizational environment. Knowledge and application of project management processes and principles. Knowledge and understanding of stakeholder management and change management processes. Familiarity with project management concepts, programme management concepts and role of project management. Good communication (verbal and written), project management, change management, problem solving, negotiation, planning, organizational, administrative and computer skills (MS Office package). Ability to work independently and function as part of a broader team. Willing to travel frequently. A valid driver's licence.
- DUTIES** : Manage the delivery of new and existing Indirect Grant infrastructure programme/project in the department. Conduct National Indirect Grant progress review. Facilitate implementation of identified projects under the Indirect Grant for the department of Health on PMIS. Monitor and manage utilization of PMIS, active and inactive users report per province. Management of the infrastructure delivery cycle. Build cohesive and productive work guidelines, processes and policies and project teams to achieve the required output. Facilitate and build a relationships with National Treasury and User departments through regular engagements. Review and refresh implementation protocol agreements with user departments. Management of risk and audit queries.
- ENQUIRIES** : Mr C Engelbrecht Tel No: 012 395 8416

- NOTE** : Please note that applicants from the Coloured and Indian communities as well as persons with disabilities are encouraged to apply
- CLOSING DATE** : 21 November 2022
- POST 42/42** : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: NDOH 111/2022 (X2 POSTS)**
- SALARY** : R322 746 per annum, as per OSD
- CENTRE** : Directorate: Port Health Services. SD: Gauteng (Lanseria Airport)
- REQUIREMENTS** : A three-year National Diploma or equivalent NQF 6 qualification in Environmental Health. A Bachelor's degree in Environmental Health will be an advantage. Current registration with the HPCSA as an Environmental Health Practitioner. Completed Community Service Environmental Health. Technical and practical knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework informing this complex area of operation. Ability to interpret and implement applicable legislation and guidelines. Good communication (verbal and written), administrative, financial management, interpersonal and computer skills (MS Office packages). A valid driver's license.
- DUTIES** : Prevention of cross-border/ cross-country transmission of communicable diseases through the point of entry due to international travel and trade. Screening of all travellers from WHO identified high risk countries. Monitor conveyance and imported consignments to ensure compliance with relevant legislation. Collect and submit samples of high-risk imported products for laboratory analysis. Ensure safe environment within point of entry in line with International Health regulations. Implement water quality monitoring program and food safety. Provide general administrative duties. Proper completion of attendance register, leave forms, conveyance registers, inspection registers sample registers etc. Strengthen Port Health services. Supervise community services EHP's and Scanner Operators.
- ENQUIRIES** : Mr SG Chauke Tel No: 011 701-2866
- NOTE** : Please note that preference will be given to Male candidates.
- CLOSING DATE** : 21 November 2022
- POST 42/43** : **PROFESSIONAL NURSE (LANSERIA CLINIC) REF NO: NDOH 110/2022**
- SALARY** : Grade 1: R260 760 - R302 292 per annum
Grade 2: R320 703 – R368 307 per annum
- CENTRE** : Chief Directorate: Environmental Health and Port Health Services. SD: Gauteng (Lanseria Airport)
- REQUIREMENTS** : **Grade 1:** A Degree/Diploma or Equivalent NQF 6 qualification in Nursing (community health science or psychiatric nursing and midwifery). Registration with the SANC as a professional nurse. A Diploma in clinical nursing science, health assessment and treatment including experience in nursing will be an advantage. **Grade 2:** A Degree/Diploma or equivalent NQF 6 qualification in Nursing (community health science, psychiatric nursing and midwifery). A minimum of 10 years' experience in nursing after registration as a professional nurse with the SANC in General Nursing. A Diploma in clinical nursing science, health assessment and treatment including experience in nursing will be an advantage. Knowledge of Port Health, South African legislation, International Health Regulations and the Control of Communicable Diseases. Good management, administrative, financial, communication (written and verbal) and computer (MS office package) skills. Ability to work independently and with a team, must be willing to work long and irregular hours. A valid driver's license.
- DUTIES** : Effective monitoring and control of important of communicable diseases through International travelers into South Africa. Screening of passengers from Infrared. Thermal scanners and those who are self-reporting. Implementation of SOP's relating to Airport terms and EMS transportation of sick passengers. Provision of good clinical practise. Surveillance of travellers with confirmed communicable diseases are reported and followed up with the district surveillance officer and case closed with documented evidence. Customer complains reported, documented and resolved within 7weeks. Quality nursing care. Evidence of implementation of the following: - Infection control guidelines, occupational health and safety and outbreak response to communicable diseases. Understanding and implementation of International health regulations.
- ENQUIRIES** : Mr SG Chauke Tel No: 011 701-2866

NOTE : Please note that preference will be given to Male candidates.
CLOSING DATE : 21 November 2022

POST 42/44 **ADMINISTRATIVE CLERK: PRODUCTION REF NO: NDOH 112/2022**
Directorate: Pharmaceutical Economic Evaluation

SALARY : R176 310 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12. At least one (1) year' experience in administration will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Understanding of the legislative framework governing the Public Service. Good communication (written and verbal), interpersonal, flexibility, teamwork, computer (MS Package), planning and organisation skills. Ability to work independently and with the team. A valid driver's licence.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Maintain a leave register, keep and maintain personnel records and arrange travelling and accommodation. Provide financial administration support services. Capture and update expenditure, check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Ms NM Mpanza Tel No: 012 395-8209
NOTE : People with disability / Coloured / Indian are encouraged to apply.
CLOSING DATE : 21 November 2022