

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 Dr AB Xuma Building, 1112 Voortrekker Road, Pretoria Townlands 351-JR or should be forwarded to: recruitment@health.gov.za quoting the reference number on the subject email.
- FOR ATTENTION NOTE** : Ms T 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 14/69** : **PROFESSIONAL NURSE REF NO: NDOH 8/2023**
Directorate: MBOD
- SALARY CENTRE REQUIREMENTS** : Grade 1: R400 644 per annum, as per (OSD)
: Johannesburg
: Grade 1: A Basic R425 (i.e. Degree/Diploma in nursing) or equivalent NQF 6 qualification that allows registration with the SANC as a professional nurse with proof of registration. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in one of the specialties referred to in the glossary of terms. Experience working in an occupational health environment with miners, ex-mine workers and mining environment dealing with occupational diseases will be an advantage. A minimum of 4 years appropriate experience in nursing after registration as Professional Nurse with SANC in general nursing. Experience in General Nursing care process and procedures, quality assurance, patient experience of care, patients' safety, infection control, and relevant legal frameworks e.g. National core standards. Knowledge and insight into the relevant legal framework such as the nursing act, scope of practice, and basic knowledge of the Labour Relations Act. Understanding of Public Service Regulations. Good ethical practices, caring attitude, quality patient care, multi-cultural, nursing advocacy, first aid, patient support, communication, planning, organizational, conflict and personnel management as well as administrative skills.
- DUTIES** : Ensure the quality of work and the number of active and ex-mine workers accessing benefit medical examinations at the MBOD. Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost-effective, efficient and equitable manner including the overall management of nursing services. Participate in outreach programs where required. Provide in-service training for nurses that are contracted service providers. Render BME services. Oversee and manage the clinic's administrative and operational activities of occupational health nursing services. Perform administrative duties required for the job. Keep records of the

number of ex-mine workers accessing benefit medical examinations for the annual report. Management of risk and audit queries. Practices within the relevant and appropriate frameworks. Ensure compliance with the practice requirements of an OHNP as prescribed in the Occupational Health and Safety Act and the Mines Health and Safety Act.

ENQUIRIES : Dr Nhlanhla Mtshali at 011 356-5669
CLOSING DATE : 09 May 2023

POST 14/70 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 9/2023**
Directorate: Compensation Commissioner for Occupational Diseases (CCOD).

SALARY : R393 711 per annum, (plus competitive benefits)
CENTRE : Johannesburg.

REQUIREMENTS : A three-year National Diploma in Public Administration / Public Management / Office Administration or Management / Business Administration or Management or equivalent NQF 6 qualification as recognized by SAQA. At least three (3) years' experience as a supervisor in claims processes or management of a Fund as well as experience in management of governance committees. Exposure in stakeholder management within and outside the public service sector and client benefits. Experience in outreach services for ex-mine workers and support to decentralized service units. Knowledge and understanding of the application of Government and Departmental Policies, Financial Policies as guided by Treasury Regulations, Labour relations Act, BCEA and EEA. Good communication (verbal and written), coordination, project management and report writing skills. Ability to work independently, with a team and under pressure. A valid driver's license.

DUTIES : Management and supervision of claims section to ensure an effective service. Allocation of duties and performing quality control on the work delivered by supervisors. Advice and lead supervisors regarding all aspects of the work. Governance of committees. Ensure that committees are appointed according to legislation and proper processes is followed. Ensure that meetings of all governance committees are arranged according to the year plan and terms of references. Administration of CCOD programs for active and ex-mine employees in accordance with Occupational Diseases in Mines and Works Act. Provide awareness, training and support to ex-miners and mine workers on Compensation and ODMWA. Training and support to Occupational Health Centres and One Stop Service Centres and outreach activities. Management of risk audit queries. Ensure safety and confidentiality of the information and documents in the office of the Commissioner. Verify all the in and out correspondence and documents of the office of the commissioner. Ensure and verify claims documents for rightful beneficiary and avoid double payments

ENQUIRIES : Ms T Mama Tel No: 011 356-5669
NOTE : Please note that preference will be given to female applicants as well as persons with disabilities.

CLOSING DATE : 09 May 2023

POST 14/71 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 10/2023**
Directorate: Financial and Management Accounting

SALARY : R393 711 per annum, (plus competitive benefits)
CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma or equivalent NQF 6 qualification in Accounting or Financial Management. Advanced Diploma/Degree (NQF 7) in Finance will be an advantage. At least three (3) years' relevant experience at supervisory level within government Financial Accounting environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Division of Revenue Act (DORA) and Financial Delegations. Knowledge of BAS, SafetyNet and Vulindlela. Knowledge of government financial statement, departmental policies and procedures. Good communication (verbal and written), analytical and computer skills (MS Office packages).

DUTIES : Prepare interim and annual financial statements. Liaise with Auditor-General, National Treasury and staff within the department relating to financial statement information. Compile and maintain irregular, unauthorised and fruitless and

wasteful expenditure. Maintain record keeping of irregular, unauthorised and fruitless and wasteful expenditure detected. Maintain losses and damages reported. Arrange meetings for losses and damages cases. Management of resources and risk and audit queries. Keep track record of all registers within the area of responsibility.

- ENQUIRIES** : Ms GB Mawela Tel No: 012 395 8695
- NOTE** : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.
- CLOSING DATE** : 09 May 2023
- POST 14/72** : **SENIOR HUMAN RESOURCE OFFICER REF NO: NDOH 11/2023**
Directorate: MBOD
- SALARY** : R269 214 per annum, (plus competitive benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A Matric/Grade 12 and National Diploma (NQF 6) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least two (2) years' experience within Human Resource and Administration environment. Knowledge of Batho Pele principles, Departmental policies and procedures, HR related, Public Service Act as well as Public Service Regulations. Good communication (verbal and written), planning, organization, teamwork and computer literacy skills. Ability to maintain high level of confidentiality. A valid driver's license.
- DUTIES** : Supervision of personnel. Monitor that there are sufficient resources to effectively smooth operations and ordering of supplies in the unit when necessary. Interpret, advice and apply the internal departmental policies, prescripts and Acts to employees. Convey monthly meetings with the personnel to provide an update on management decisions. Manage and administer efficient filing of personnel files and making easier retrieving of the files when needed. Coordinate, administer, and undertake implementation and maintenance of human resource administration practices. Provide general administrative support, enquiries and efficient resource management. Coordination of the implementation of Human Resource functions; HR provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, and secretariat functions at interviews, absorptions, probationary periods, etc.). Coordinate performance management. Liaise with PMDS unit regarding PMDS policies and procedures. Ensure performance management compliance, processes, and policies are adhered to. Management of risk and audit queries. Ensure all human resource processes and procedures are executed according to departmental policies and procedures on human resource management.
- ENQUIRIES** : Ms D Leseyane Tel No: 011 356-5669
- CLOSING DATE** : 09 May 2023