

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** : Ms T Moepi
- CLOSING DATE** : 05 June 2023
- NOTE** : 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 17/51** : **ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCES REF NO: NDOH 19/2023**
Directorate: Communicable Disease Control
- SALARY** : R578 367 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Biological Sciences / Health Sciences or Public Health. A Degree / Post-graduate qualification (NQF 7) in Biological Sciences, Communicable Diseases, Epidemiology or Public Health will be an advantage. At least three (3) years' experience in the relevant field (Biological / Health Sciences and Public Health). Knowledge of communicable diseases and their control as well as diagnosis and treatment of emerging, re-emerging and infectious diseases. Knowledge of epidemiology, policy development, implementation as well as monitoring and evaluation. Good communication (verbal and written), co-ordination, project management, planning, organization and computer (MS Office package) skills. Ability to work under pressure, independently and willingness to travel and work irregular hours. Valid driver's license.
- DUTIES** : Strengthen the control of communicable and neglected tropical diseases control (NTDs). Create community awareness on communicable diseases. Strengthen epidemic preparedness and response in line with International Health Regulators (2005) (IHR). Provide assistance in training of Provincial Outbreak Response Teams on public health emergency preparedness and in coordinating the implementation of IHR. Assist in formulation of policies and guidelines for communicable disease control.
- ENQUIRIES** : Ms TE Furumele Tel No: 012 395 8096
- POST 17/52** : **REGISTRY CLERK (PRODUCTION) REF NO: NDOH 20/2023**
Directorate: Financial and Management Accounting
- SALARY** : R202 233 per annum, (plus competitive benefits)

- CENTRE REQUIREMENTS** : Pretoria
 : A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate. A qualification / certificate on records management will be an advantage. Experience in records management will be an added advantage. Basic knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedures in terms of the working environment. Good communication (verbal and written), planning, organising, interpersonal relations, flexibility and computer skills (MS Office packages).
- DUTIES** : Handle incoming and outgoing correspondence. Sort the files and pay slip according to RFI'S request and forward requested information to Supervisors. Draw and safeguarding of salary files. Draw all salary files requested by officials within the Division: Salaries and keep follow up of return. Open new files for new appointment. Render an effective filing and record management service. File salary related documentations and binding of item analysis statement. Management of risk and audit queries. Update filing systems regularly and ensure safekeeping of information.
- ENQUIRIES NOTE** : Ms Gerda Koen Tel No: 012 395 8884
 : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.
- POST 17/53** : **FINANCE CLERK (PRODUCTION) DEBTORS AND SALARIES REF NO: NDOH 21/2023 (X2 POSTS)**
 Directorate: Financial and Management Accounting
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum, (plus competitive benefits)
 : Pretoria
 : A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate. A Degree or Diploma (NQF 6) in Finance will be an advantage. Experience in government finance will be an added advantage. Basic knowledge of the PFMA, Treasury regulations and basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of the debt functionality on BAS as well as regulations procedures governing departmental debts. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Good communication (verbal and written), interpersonal relations, flexibility, teamwork, accuracy, planning, organising, numeracy and computer skills (MS Office packages). Ability to perform routine work and operate office equipment's
- DUTIES** : Recover departmental debts. Ensure that all journals are posted with correct allocations. Reconcile and clear suspense account. Clear salary related Suspense accounts and the reporting on a monthly, quarterly and annually basis. Make corrections on ledger accounts by passing a journal or payment. Process service terminations. Reverse salaries to update salary records. Calculate leave gratuity/overpayment. Reconcile income tax monthly and annually. Compile sundry payment and sign as a checker on the payment. Processing of financial transactions. Update the register with process transactions.
- ENQUIRIES NOTE** : Ms Gerda Koen Tel No: 012 395 8884
 : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.