

## 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 TP Moepi
- CLOSING DATE** : 26 June 2023
- 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 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 POST

- POST 20/21** : **SENIOR ADMINISTRATIVE OFFICER: ETHICS AND INTEGRITY REF NO: NDOH 23/2023 (X2 POSTS)**  
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum, (plus competitive benefits)  
: Pretoria  
: A National Diploma (NQF 6) qualification in Public Management/Public Administration/ Risk Management/Auditing or Financial Management. A Bachelor's degree in the above fields will be an advantage. At least two (2) years' functional experience in Ethics and Integrity/Risk Management/Fraud Investigation or Internal Audit environment. Sound and in-depth knowledge of the legislative framework governing the Public Service. Knowledge of the Public Service Act, Public Service Regulation, PFMA, Treasury Regulation and LOGIS system. Good communication (verbal and written), problem solving, analytical, time management, project management, planning, organising and computer skills (MS Office package). A valid driver's licence.
- DUTIES** : Facilitate the implementation of ethics strategy, code of conduct, policies and programmes in the department. Assist in the implementation of the ethics management plan. Promote financial disclosure information and maintain the database within the department. Ensuring that gift register for the department is up to date. Facilitate the awareness programme regarding integrity matters within the department. Arranging awareness programmes for presentation to the department officials. Conduct ethics related investigations in the

department. Administer Ethics prevention plan, Ethics Detection strategy and investigate all received Ethics cases. Provide secretariate services to Ethics Committee. Record and compile meeting minutes and resolution/actions of Ethics Committee meeting and coordinate the sign-off of the minutes after adoption at meetings. Provide administrative support services to directorate. Managing the correspondence to and from stakeholders.

**ENQUIRIES**  
**NOTE**

- : Mr A Masemola Tel No: (012) 395 8452
- : Please note that applicants from the Coloured, Indian and White communities as well as persons with disabilities are encouraged to apply