

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** : 07 August 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.

MANAGEMENT ECHELON

- POST 25/29** : **CHIEF DIRECTOR: COMMUNICATION AND STAKEHOLDER MANAGEMENT REF NO: NDOH 33/2023**
Chief Directorate: Communication and Stakeholder Management
- SALARY** : R1 371 558 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** : Pretoria
Bachelor's Degree (NQF 7) in Journalism, Communication, Marketing, Public Relations and/or Media Studies. Postgraduate (NQF 8) will be an added advantage. At least five (5) years' experience at the Senior Management level in communication management managing the processes involved in the production of promotional material. Knowledge and experience in communication, media relations and management; Writing and Editing (Statement, Forewords, Speeches, Messages); Marketing and Advertising (Copywriting, layouts, publication); Media Management (Politics, Agendas, Newsroom); Monitoring and Evaluation (Digital Media trends); and Website and Social Media (content development for posters, placement, boosting). Knowledge of the Constitution of the Republic of South Africa ,1996, Public Service Act,1994, PFMA, Public Service Regulations, 2016. Good communication (verbal and written), strategic capability and leadership, people

management and empowerment, financial management, change management, programme and project management, knowledge management, service delivery innovation, problem solving and analysis, policy formulation and implementation skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Provide communication services for the department and support the creation and publication of relevant reports. Provide information to the public regarding the department's policies, programmes services, achievements, projects, campaigns and events to the external public using various communication platforms including public relations. Provide guidance to the department's subject / technical experts on packaging their material to achieve maximum understanding when communicated to the public. Advise on relationship building with stakeholders. Ensure effective communication within the National Department of Health through the effective compilation, editing and quality control of material for internal communication platforms. Provide communication support, advice and support the Ministry and the Director-General. Act as a spokesperson for the Department and handle media relations. Organise national health communicators forum, and stakeholder communication meetings to discuss policy, programmes, campaigns, and implementation strategies. Management of risk and audit queries.

ENQUIRIES : Dr MP Mahlati Tel No: (012) 395 9079

POST 25/30 : **DIRECTOR: ORGANISATIONAL COMMUNICATION REF NO: NDOH 34/2023**
Chief-Directorate: Communication and Stakeholder Management

SALARY : R1 162 200 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 : Pretoria
A relevant Bachelor's degree (NQF 7) in Journalism/Communication/Marketing/Public Relations or Media studies. Post graduate qualification in communication will be an advantage. At least five (5) years' experience at a middle/senior management level in external communication and social media, management or reporting on health communication, planning and executing campaigns and activations. Knowledge of development of communication strategies, stakeholder engagement, marketing and advertising, social media and website management. Good communication (verbal and written), strategic planning, and computer skills (MS Office package). Ability to engage with internal and external public as well as function under pressure. Willingness to travel frequently and work long and irregular hours. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Develop and Implement Social Media Strategy and Guidelines. Engage in dialogue and monitor public issues. Develop and implement Website Policy and Guidelines. Manage the placing of press statements on the website and media platforms. Develop and implement Integrated Communication Strategies and Plans in Support of Departmental Priority Campaigns, Events, and Health Awareness Days. Identify, segment, select and target audiences to tailor health messages. Conduct marketing and advertising of the Departments' activities through mass media buying. Conceptualise information for effective communication to various groups of communities. Manage and coordinate Risk Communication and Community Engagement (RCCE) activities in case of outbreaks, health emergencies, and pandemics. Facilitating two-way communication with accurate information that effectively counters harmful rumours, disinformation, and misinformation. Implement risk management strategies within the directorate. Develop templates for communication activities and respond timeously to audit enquiries.

ENQUIRIES : Dr MP Mahlati Tel No: (012) 395 9709

POST 25/31 : **DIRECTOR: DISTRICT AND DEVELOPMENT REF NO: NDOH 35/2023**
Directorate: District and Development

SALARY : R1 162 200 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** :
- : Pretoria
 - : A Bachelor's Degree in Health Sciences or Public Health (NQF 7). A Post Graduate (NQF 8) qualification in Health Sciences or Public Health will be an advantage. At least five (5) years' experience at MMS/SMS level. Knowledge of applicable health system legislation, policies and prescripts as well as knowledge of system and Health Information Management System. Understanding of the management of hospitals and the application of development models in a scarce resource environment. Good strategic capability and leadership, management and empowerment, programme and project management, financial, change, knowledge management, service delivery innovation, communication (verbal and written), policy formulation and implementation, synthesize and analyse trends and data and innovative service delivery modelling skills. Understanding of the human resource for health challenges at district health level. Ability to understand the dynamics of changing environments and its impact on service delivery. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** :
- : Ensure that districts comply with the minimum requirements of the District Health Management Office structure guidelines. Develop audit tools in line with the DHMO guidelines. Ensure and oversee the number of PHC facility committees are assessed to determine functionality. Application of the ideal clinic dashboard to determine the status of clinics. Ensure that the district hospitals framework is implemented. Ensure further development of the District Hospital Framework including finalisation of the revision of District Hospital Package. Arrange stakeholder consultations to further update the District Hospital Package in close collaboration with the Hospital Services and Human Resources for Health. Ensure that the referral pathways to enhance clinical services are developed. Manage risk, audit queries within the area of work. Develop and implement risk management plan.
- ENQUIRIES** :
- : Dr MP Mahlati Tel No: (012) 395 9709