

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 M Shitiba
- CLOSING DATE** : 26 September 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 32/30** : **ASSISTANT DIRECTOR: NATIONAL TERTIARY SERVICES GRANT REF NO: NDOH 53/2023**
Directorate: National Tertiary Services Grant
- SALARY** : R424 104 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate (NQF 4) and a three-year National Diploma (NQF 6) in Financial Management/Accounting. At least three (3) years' relevant experience in the management of public sector conditional grants at a Senior Administration Officer or equivalent level. Knowledge and proven experience of the District Health Information System (DHIS). Extensive knowledge and experience of the management of Business Plans, Service Level Agreements, annual reports and quarterly reports. Knowledge of the Division of Revenue Act (DORA). Good communication (verbal and written), and computer skills (MS Office Packages). Ability to work under pressure and independently as well as part of the team. Willingness to work irregular hours and to travel occasionally. A valid driver's license.
- DUTIES** : Undertaking support visits to Provinces and NTSG funded facilities. Ensure service specifications, by visiting and verifying the existence of funded services as per the Service Level Agreement (SLA). Compile and evaluate annual, quarterly and discrepancy reports. Quality assure all reports before submitting to National Treasury. Facilitate the submission of financial and non-financial data submitted by provinces, according to the correct economic classification and agreed upon items in the business plans. Monitor and analyse expenditure of the NTSG Business Plans, Developmental Plans and Modernization of Tertiary Services Plans. Allocate the NTSG budget based on the business plans, according to the with numbers of specialists and numbers of beds at facilities. Ensuring approval of Service Level

Agreements, Business Plans, Developmental Plans and the Modernization of Tertiary Services. Ensure the annual updating, preparation and submission of the SLA's to provinces. Responding to internal audit and Auditor-General on Request for Information's (RFIs).

ENQUIRIES : Ms B Maclou Tel No: (012) 395 8235

POST 32/31 : **VETTING OFFICER REF NO: NDOH 52/2023**
Directorate: Security Services

SALARY : R294 321 per annum, (plus competitive benefits)
CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate and National Diploma (NQF 6) in Social Science / Security Management and/or Policing. At least two (2) years of security-related and investigation experience. Certificate in Basic Vetting training course, investigation course will be an advantage. Knowledge of Minimum Information Security Standards (MISS) and other security-related and departmental policies/guidelines and procedures, National Vetting Strategy, general administrative function including vetting, security policy, National Strategic Intelligence Act, Protection of Information Act, South African Constitution, Criminal Procedure Act, Protection of Personal Information Act, Promotion of Access to Information Act, investigation and procedures applicable to the public service. Good communication (written and verbal), supervisory, self-management, initiative, planning and organizing, report writing and computer literacy (Microsoft Office package) skills. Ability to follow a proactive and creative problem-solving approach, conflict management and be able to work under pressure. A valid driver's license.

DUTIES : Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information and compile and submit reports to management and SSA on all vetting files, and reports completed on a regular basis. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting information. Administer vetting files and reports. Draft submissions, reports, operation progress reports, memos and letters for internal and external communications on behalf of the Security Manager. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Liaise regularly with SAPS, SSA, Defence, Home Affairs and other security-related and critical stakeholders for advice and assistance and to obtain additional information.

ENQUIRIES : Mr RP Mphilo Tel No: (012) 395-9385