

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** : 16 October 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 DPSSA 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 35/24** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 54/2023**
Branch: Primary Health Care
- SALARY** : R 811 560 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Office Administration/ Office Management/Business Management/ Administration/ Public Management/ Administration. Bachelor's Degree in the above will be an advantage. At least three (3) years' experience in the field of office administration/office management at the level of Assistant Director with supervisory experience or equivalent level. Knowledge of and experience in general administration. Knowledge of and experience in financial management, supply chain management and human resource management. Good understanding of the Public Service Regulatory Framework. Good communication (verbal and written), interpersonal, liaison, presentation, organizing, planning and computer skills (MS Office Packages). The ability to function independently as well as a team member. Able to co-ordinate with other units of the Departments.
- DUTIES** : Administer the finances of the Branch. Co-ordinate procurement activities and assist with MTEF submissions. Manage the flow of documents within the Branch. Ensure efficient flow of information between the Branch and the entire department. Management of human and physical resources. Ensure proper control leave records, assets register, procurement of assets/equipment etc. Provide secretariate support to the Branch. Ensure proper co-ordination of the Branch meetings and take minutes of the NSPSC meeting (on rotational basis). Provide administrative support to the Branch. Manage the file system of the Branch and provisioning administration duties.
- ENQUIRIES** : Ms JR Hunter Tel No: (012) 395 9652