

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** : 18 June 2024
- NOTE** : All short-listed candidates 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 for SMS posts, 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 19/02** : **CHIEF DIRECTOR: WOMEN'S MATERNAL, CHILD AND NEONATAL REPRODUCTIVE HEALTH REF NO: NDOH 11/2024**
Chief Directorate: Women's, Maternal Child and Neonatal Reproductive Health
- SALARY** : R1 371 558 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of the 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** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/equivalent NQF Level 7 qualification in Health Sciences or Health related field, registerable with the Health Professions Council of South Africa (HPCSA). Qualification in Obstetrics & Gynaecology (O&G) will be an advantage. At least five (5) years' experience at a senior management level. Knowledge of and experience in policy development, drafting and implementation. Knowledge and experience in monitoring and evaluation of programmes. Knowledge of and experience in other programmes that impact on family health, particularly HIV and AIDS, PMTCT and Nutrition. Specialised knowledge in family health, with particular emphasis on prevention of birth defects, family planning and contraception, TOP, sexual assault care, and HIV/AIDS. Knowledge of international conventions such as CEDAW, IPID, the World Summit Goals, the Millennium Development Goals and the CARMMA strategy for South Africa. Sound and in-depth knowledge of relevant prescripts

and understanding of the legislative framework governing the Public Service. Knowledge of Public Finance Management Act (PFMA). Good communication (verbal and written), strong strategic and analytical skills, project management, leadership, negotiation and advocacy skills, monitoring, evaluation and research skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Oversee the reduction of maternal mortality ratio for live births. Develop and support implementation of plans to reduce maternal, child and neonatal mortality. Oversee reduction of neonatal mortality rate for live births. Ensure that Districts have MSSN and HBB Master trainers to cascade training in the District, with a focus of poorly performing District. Manage and coordinate the expansion of the PMTCT programme. Develop provincial reports to track progress on the elimination of mother-to-child transmission of HIV. Improve access to sexual and reproductive health services. Monitor sexual and reproductive health services provision such as contraceptives, fertility services and sexuality services. Ensure effective risk management, governance and compliance. Ensure good practices in standard methodologies and processes are used in the execution of projects.

ENQUIRIES : Mr RW Morewane Tel No: (012) 395 8757/8

POST 19/03 : **SENIOR SOFTWARE DEVELOPMENT ENGINEER REF NO: NDOH 16/2024**
Chief Directorate: Digital Health Information System

SALARY : R1 371 558 per annum, an all-inclusive remuneration package, [basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

CENTRE REQUIREMENTS : Pretoria
: An undergraduate qualification (NQF 7) as recognized by SAQA in Computer Science or ICT. At least five (5) years' experience at senior management level in installing, configuring and troubleshooting UNIX/Linux based environments. Experience in the administration and performance tuning of application stacks e.g., Tomcat, JBoss, Apache, Ruby and NGINX. Cloud, virtualisation and containerization e.g., VMware, Virtual Box. Understanding of both operational and scope aspects of projects. Experience with monitoring systems, automation software like Puppet, cfengine, Chef. Knowledge of OSI network layers, TCP/IP, data architecture and programming, interpretation of technical requirements into an overall system planning that makes the best working capability at reasonable cost, the health sector (Basic), National Health Insurance policy and Act, Public Service Regulations and Public Service Act and the National Health Act. Good shell scripts, Perl, Ruby, Python, conflict and people management, information security, analytical, ethical behaviour, communication (written and verbal), customer service, planning, organisational, computer (MS Office), stakeholder, time and team management skills. Ability and willingness to travel. A valid driver's licence. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Manage and monitor all installed systems and infrastructure to proactively ensure the highest levels of systems and infrastructure availability. Support installation, configuration, testing and maintenance of operating systems, application software and system management tools. Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes. Actively maintain security, backup, and redundancy strategies for NHI IS Infrastructure. Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

POST 19/04 : **DIRECTOR: HEALTH CARE BENEFITS REF NO: NDOH 13/2024**
Chief Directorate: Health Care Benefits and Provider Payment Design
(Five Year Contract)

SALARY : R1 162 200 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Decision Science, Health Economics, Operations Research, Biostatistics, Epidemiology, or related Quantitative Social Science field would be an advantage. At least five (5) years' experience at a Middle/Senior Management level in benefits design and coding. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design, Health Needs Assessments, Health Technology Assessment and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Develop methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments (consider costs, cost-effectiveness), and monitoring and control of progress against strategic objectives, including defining the evidence-based comprehensive package of health services, medicines and consumables covered or specifically excluded from the Health Service Benefits. Develop methodology for and facilitate Health Needs Assessments for clinical interventions, pharmaceuticals and technologies. Develop and integrate a policy that links referral and portability of access to services to the benefits design. Develop methodology for, and facilitate, Health Technology Assessment (HTA) for clinical interventions, pharmaceuticals and technologies including specific health services to be added to the NHIF on an incremental basis and an approach to on-going revisions to the Health Service Benefits. Prepare information for the public on the list of Health Care Benefits for users. Prof. N.G Crisp at Nicholas.Crisp@health.gov.za
<u>ENQUIRIES</u>	:	
<u>POST 19/05</u>	:	<u>DIRECTOR: PROVIDER PAYMENT MECHANISM AND RATES REF NO: NDOH 14/2024</u> Chief Directorate: Health Care Benefits and Provider Payment Design (Five Year Contract)
<u>SALARY</u>	:	R1 162 200 per annum, an all-inclusive remuneration package, [basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Finance or Accounting, Economics, or Actuarial Science. A postgraduate qualification (NQF level 8) in relevant discipline such as Finance or Accounting, Health Economics, or related Quantitative Social Sciences field would be an advantage. At least five (5) years' experience at a Middle/Senior Management level in Health Economics/ Accounting conducting sophisticated quantitative analyses and proven economic research output relating to health economic modelling techniques. Experience developing health-focused econometric models using decision analysis software. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design and payment, and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Review the existing data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. capitation and DRGs), as well as opportunity for and constraints to changes. Develop an approach to on-going revisions of the provider payment system, and develop, pilot, and implement

new provider payment mechanisms. Determine the nature of provider payment mechanisms and adopt additional mechanisms, including capitation for PHC and DRG for hospitals. Define cost modelling methodology and required data sets and develop costing manual and determine the prices of health care services/drugs/consumables to be paid by the NHIF based on developed costing manual. Prepare information for the public on the prices of services/drugs/consumables included in the Health Care Benefits.

- ENQUIRIES** : Dr N Crisp at Nicholas.Crisp@health.gov.za
- POST 19/06** : **DIRECTOR: FRAUD AND CORRUPTION PREVENTION REF NO: NDOH 15/2024**
Chief Directorate: Risk and Fraud Management
(Five Year Contract)
- SALARY** : R1 162 200 per annum, an all-inclusive remuneration package, consisting 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
: An undergraduate qualification (NQF 7) as recognized by SAQA in Finance/Accounting or related field (Fraud/Risk Management). A post graduate qualification (NQF 8) in a relevant discipline such as forensic auditing will be an advantage. At least five (5) years' work experience at middle management in risk and fraud management field. Knowledge of fraud/financial crime prevention and detection systems and related business processes, procedures as well as risk management software and MS office. Knowledge of the National Health Insurance policy and the Act. An understanding of compliance, regulations and laws. Good problem solving, innovative thinker, organizational, information evaluation, decision making, objectivity, resilience, communication (verbal and written), negotiation, conflict management, interpersonal, assertiveness, customer service, planning and team management as well as reliable and thorough with a deep commitment to accuracy and reporting. Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.
- DUTIES** : Develop, manage and implement sound risk management and promote robust governance within the National Health Insurance Fund. Develop, manage and implement the strategy to reduce fraud, corruption and maladministration. Identify and measure fraud risks and take steps to mitigate identified risks through development and implementation of fraud compliance and prevention processes and procedures. Conduct fraud risk assessments and design, develop and implement fraud risk controls. Facilitate the implementation of a fraud and corruption prevention strategy.
- ENQUIRIES** : Dr. NG. Crisp at Nicholas.Crisp@health.gov.za
- POST 19/07** : **DIRECTOR: PROJECT PORTFOLIO MANAGEMENT REF NO: NDOH 21/2024**
Chief Directorate: Health Systems Digital Information
- 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
: An undergraduate NQF level 7 qualification in Project Management, Information Technology, Engineering or Business/Public Administration. A post graduate NQF level 8 qualification and/or professional registration as a project & project portfolio management will be an advantage. At least five (5) years' work experience in project, programme and portfolio management in the Health Sector at middle management level. Exposure through managing both Business and ICT projects will be an added advantage. A basic understanding of information systems development and implementation and ICT concepts, knowledge and understanding of the health systems, high level of emotional intelligence, ability to work in an unstructured environment requiring frequent changes. Good problem solving, strategic thinking and management, organizational, resilience, communication (verbal and written), interpersonal,

assertiveness, team management, adaptability, time management, ethical behaviour and drive and self-management skills. Ability to work under high levels of pressure, independently and with a team. A valid driver's license. SMS pre-entry Certificate is required for appointment finalisation.

DUTIES : Define and manage an enterprise-wide project portfolio office which serves the needs of the NHI Digital Information Platform and NHI ensuring successful delivery of projects on time and within budget including the overseeing of planning, implementation, monitoring and evaluation of digital health projects and programmes. Ensuring that project purpose, scope objectives, constraint and risks are developed and managed to ensure efficiency and effective project completion. Creation of a project governance framework based on NHIF requirements. Define and refine enterprise project portfolio standards, governances' structures, roadmaps, modules, and tools to ensure implementation within the NHI environment working through the NHI Digital information unit. Manage, guide, oversee and advise all approve projects and to validate all solutions within the Digital Health unit environment. Review and improve existing internal control systems to reduce non-compliance and possible audit findings. Create a matrix structure of project management and governance through the Project Portfolio Office that seeks to ensure that the various teams within the NHI Digital information unit are led and managed appropriately.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

OTHER POSTS

POST 19/08 : **SPECIALIST: TECHNOLOGY ESSENTIAL EQUIPMENT LIST REF NO: NDOH 18/2024**
Chief Directorate: Health Products Procurement

SALARY : R849 702 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 REQUIREMENTS : Pretoria
An undergraduate qualification (NQF 7) as recognized by SAQA in Biomedical Engineering, Pharmacy Biology, Nursing, Life Sciences, Public Health, Health Economics, or other related fields. A postgraduate qualification (NQF 8) in Supply Chain management, a Biomedical Engineering degree would be an advantage. At least five (5) years' work experience with medical devices and diagnostics including health product specifications for supply chain management. Knowledge of Supply chain software and understand the principles of health product procurement. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license.

DUTIES : Provide technical inputs regarding mechanisms to monitor and evaluate the risks inherent in the public procurement process and work closely with CD: Risk & Fraud Management to identify risky practice. Provide specifications for the supply chain management process and price setting for medical devices and health technology. Provide specifications for a list of high-cost devices and equipment of potential value to NHIF service delivery. Participate in the review of the Formulary annually, or more regularly if required, to consider changes in the burden of disease, product availability, price changes and disease management. Work with the Health Care Benefits Directorate in the development and maintenance of the Formulary (comprised of the Essential Medicine List and Essential Equipment List) as well as a list of health-related products used in the delivery of health care services to determine the selection of medical devices and health technology to be procured for NHI providers (SAHPRA approved products).

ENQUIRIES : Prof. N.G. Crisp at Nicholas.Crisp@health.gov.za

<u>POST 19/09</u>	:	<u>DEPUTY DIRECTOR: NURSING EDUCATION AND TRAINING REF NO: NDOH 20/2024</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R849 702 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree (NQF Level 7) in Nursing (General). A post basic Degree or Diploma in Nursing education will be an advantage. At least three (3) years' management experience in the nursing environment of which two (2) years must be appropriate/recognizable experience in nursing education and training. Knowledge of the relevant legislative framework governing Nurse Education and Training such as the National Health Act and Higher Education Act, knowledge of labour issues related to nursing, policy development and analysis, research as well as understanding of current nurse education issues. Good computer, communication (written and verbal), interpersonal, project management, planning and organising, human and financial management skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.
<u>DUTIES</u>	:	Manage the development, implementation, monitoring and evaluation of policies related to education and training of nurses. Support the development of the funding model for public nursing colleges. Provide support to colleges towards positioning nursing education within higher education landscape. Determine the capacity of Nursing Education Institutions (NEIs) to offer the NQF aligned Nursing Education Qualifications. Improve capacity of nursing and midwifery educators. Provide technical support to nursing colleges to strengthen their capacity as institutions through twinning and partnerships with other Nursing Education Institutions. Promote continuing professional development for nurses. Participate in the development of a strategy for retaining of nurses in relation to the new Scopes and Practice. Provide overall management of sub-directorate: Nurse Education and Training. Manage finances in line with the PFMA as well as manage, guide and support officials. Compile strategic, operational, quarterly, and annual reports in collaboration with the Director: Nurse Education and Training.
<u>ENQUIRIES</u>	:	Dr Kobie (SJ) Marais Tel No: (012) 395-8612 or 076 688-7345
<u>POST 19/10</u>	:	<u>DEPUTY DIRECTOR: DATA SCIENTIST REF NO: NDOH 22/2024 (X1 POST)</u> Chief Directorate: Health System Digital Information
<u>SALARY</u>	:	R849 702 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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's degree (NQF 7) in Computer Science. Bachelor of Science or Postgraduate (NQF 8) qualification majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology will be an advantage. Geographical Information System as a module as an added advantage. Five (5) years in IT and at least three (3) years data science experience in handling and manipulating large datasets using enterprise database technologies, building SQL-based ETL processes and advanced SQL programming, building web-based reports, preferably using enterprise reporting tools, statistical and data mining techniques: GLM/Regression, Random Forest, Boosting, Trees, text mining, social network analysis, etc., team-based software development and management approaches, business intelligence. Experience in dealing with health-related data and modelling will be advantage. Proven knowledge of statistics (regression, properties of distributions, statistical tests and proper usage, etc.); machine learning (regression, simulation, scenario analysis, modeling, clustering, decision trees, artificial neural networks) and their real-world advantages/drawbacks, coding languages (C, C++, Java, JavaScript), databases, data mining (GLM/Regression, Random Forest, Boosting, Trees, text mining, social network analysis) and reporting technologies, database, transaction processing, referential integrity. Knowledge of database security administration, user management, IT hardware management data security and data governance as well as being able to understand the Digital Health Policies, National Health Act, POPI Act and National Health Insurance Plan.

Good communication (verbal and written), interpersonal, leadership ability, time management, motivational, strong negotiation, mathematical/analytical and logical thinking, customer service, planning, organizing, team management and computer skills (MS Office packages). Ability to conceptualise, design and implement efficient data-driven reports and visualization. A valid driver's license.

DUTIES : Plan, coordinate and execute data science projects activities that develop Digital Health Data Architecture, leverage existing and new data to inform decision-making, analyse data requirements and identify required components/elements to be structured in a multi-relationship environment. Organise different health related datasets so that it can be used to analyse and visualise, review and plan health services and support decision-making within the NHI context. Develop new methods/technologies for solving data use and analytic problems and incorporate into the Business Intelligence (BI) solutions for the NHI Fund. Design, Implementation, and maintenance of database systems which include. Database Tuning, Security and Management, Data Mining and flowcharting, Database Administrative related functions within the scope of the Microsoft SQL server architecture environment. Participate and contribute to Digital Health Governance with a focus on Database and Data Governance and ensuring compliance to relevant legislation such as the National Health Act and POPI Act.

ENQUIRIES : Ms M Wolmarans at Milani.Wolmarans@health.gov.za

POST 19/11 : **DEPUTY DIRECTOR: PROJECT COORDINATOR REF NO: NDOH 23/2024**
Chief Directorate: Health System Digital Information

SALARY : R849 702 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 : An Advanced Diploma or B-degree (NQF level 7) qualification in Project Management, Business or Public Administration or Information Technology. Certification in Agile Project Management, Project Management Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added advantage. At least five (5) years' proven experience in coordinating projects in the Health Sector or Information Management on Assistant Director or similar equivalent level. Excellent organizational skill, multi-tasking, and time management. Strong client-facing and teamwork skill. Strong working knowledge of Microsoft Suite of products and display of excellent computer skills. Proven ability to create and monitor flow charts, schedules and step by step action plans. Knowledge and understanding of the NHI Digital Health Context and its various aspects, from strategy through to implementation. Knowledge of ICT standards, policies, and procedures and the PFMA. Basic knowledge of the health sector, the National Health Insurance Plan, Public Service Regulation and Public Service Act, as well as the National Health Act. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Provide administrative support to the project manager, including reports, minutes, and communication to various stakeholders, internal and external. Break projects into doable actions and set timeframes. Assign tasks to internal team members and assist with schedule management while various project's day-to-day activities, resources, risks, and equipment are coordinated. Keep track of project timetables, schedules, budgets, and expenditure and keep a up to date filing system of electronic and other documentation. Organise, attend, and actively engage in stakeholder gatherings while creating and maintaining comprehensive project documentation. Make all logistical arrangements for project managers relating to project meetings and travel requirements. Give input to project revision and ensure project deadlines are achieved.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

POST 19/12 : **SENIOR LEGAL ADMINISTRATION OFFICER - MR 6: PHC & OP ACCREDITATION REF NO: NDOH 17/2024**
(5 Year Contract)
Chief Directorate: User and Provider Management
Directorate: Provider Accreditation

SALARY : R556 356 – R1 314 666 per annum

- CENTRE REQUIREMENTS** :
- Pretoria
- A three/four-year legal qualification i.e. B. Juris/B. Proc/ LLB. Admission as an Attorney or Advocate will be an advantage. At least 8 years appropriate post qualification legal experience. Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof. Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law. Knowledge and understanding of legislative drafting process and rules of Parliament. Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills. A valid driver's licence.
- DUTIES** :
- Develop and maintain an appropriate staggered methodology for accreditation standards, and the procedures for accreditation, including minimum required range of personal health care services specified, appropriate number and mix of health care professionals, in accordance with guidelines, to deliver the health care services specified, adherence to treatment protocols and guidelines, including prescribing medicines and procuring health products from the Formulary, etc. Develop, publish and revise (when appropriate) accreditation regulations and published guidelines. Develop and maintain an appropriate staggered methodology for physical inspection and checks to verify that health care providers who are already certified compliant by the Office of Health Standards Compliance (OHSC) meet their awarded prescribed accreditation standards. Collaboration with the Digital Systems unit develop, maintain, analyse and monitor the registry of NHIF accredited health care providers (from the Master Facilities List). Develop and implement a method for monitoring continued compliance of the health care providers with their accreditation standards and status.
- ENQUIRIES** :
- Prof. N.G. Crisp email: Nicholas.Crisp@health.gov.za
- POST 19/13** :
- PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: NDOH 19/2024**
 This is a re-advertisement post. Applicants who had previously applied need to re-apply.
- SALARY CENTRE REQUIREMENTS** :
- R444 036 per annum, (plus competitive benefits)
- Office of the Director-General, Pretoria
- A National diploma or equivalent NQF Level 6 qualification in Public or Business Administration / Public Management / Business Management / Office Management / Office Administration as recognized by SAQA. A NQF 7 or post graduate degree of the above qualifications will be an advantage. At least three (3) years' experience in rendering secretarial and personal assistant duties to executive management. Knowledge and experience in application of administration related legislation within the Public Service. Knowledge and experience in supply chain and finance processes as they relate to the administration of meetings and petty cash. Strong organizational skills with specific reference to management of documents. Computer literacy (Microsoft Office). Strong interpersonal relations. Strong time management skills. High level of reliability. Ability to act with tact and discretion. Ability to multi-task, prioritize and work in a high-paced environment. Ability and willingness to perform sessional duties and work extended hours as and when required. A valid driver's license.
- DUTIES** :
- Provide effective and efficient Secretarial and Personal Assistant support to the Director-General. Ensure efficient, organised, and discreet management of the Director-General's diary and coordination of meetings. Manage sensitive matters with a high level of confidentiality. Attend to all of the Director-General's travel requirements and arrangements. Prepare travel expense reports. Draft correspondence for the Director-General when required. Process emails and requests addressed to the Director General in a timely manner. Perform other administrative functions when required. Ensure safekeeping of documentation in the office of the Director-General in line with relevant legislation and policies. Perform sessional duties in Cape Town and travel as and when required.
- ENQUIRIES** :
- Ms K Nkuna Tel No: (012) 395 8033