

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	03 November 2025
<u>NOTE</u>	:	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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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

<u>POST 38/32</u>	:	<u>DIRECTOR: NURSING PRACTICE REF NO: NDOH 75/2025</u> Chief Directorate: Nursing Practice
<u>SALARY</u>	:	R1 266 714 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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 and NQF 7 qualification in Nursing, Registrable with the South African Nursing Council (SANC). Annual practising license certificate from SANC is mandatory. Postgraduate qualification in Nursing Administration/Health Services Management will be an added advantage. At least five (5) years' clinical experience in the nursing environment (Administration, Education, or Primary Health Care) as Nurse Manager/Middle Management/Senior Management level. Knowledge of the Constitution of South Africa to adopt a right-based-approach to nursing practice. Knowledge of statutory body requirements, as well as relevant legislative framework

governing the practice of nursing and midwifery. Knowledge of General Public Service Administrative policies that have relevance to nursing practice; Labour relations and Employment equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act and National Health Act. Good communication (verbal and written), managerial, interpersonal, people management, project and programme management, policy development and analysis, leadership, effective decision making and computer skills (MS Office package). Ability to work under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Develop relevant policy guidelines for nurses and midwives, based on their scopes of practice. Facilitate the development and review of policy guidelines for the practice of nursing and midwifery, that respond to the current challenges facing the health care system. Provide nursing and midwifery practice leadership and support provincial development of Standard Operating Procedures (SOPs). Establish the National Nursing Managers forum and assist and support the establishment of provincial forums. Liaise with statutory bodies and other relevant stakeholders in the development and update of the regulatory framework to institutionalize nursing practice in South Africa. Promote provincial implementation of Continuing Professional Development (CPD) for professional nurse and midwives, in collaboration with the SANC. Develop a collaborative relationship with all stakeholders that deal with nursing practice matters to improve quality of care at all levels. Redesign nursing practices to meet the emerging new challenges as well as in alignment with international trends. Facilitate implementation of the National Nursing Leadership Competency Framework. Manage financial and human resources for the Directorate: Nursing Practice, including continued advocacy to ensure availability of adequate resources to create positive practice environments in all the nine provinces. Develop a costed business plan based on strategic objectives.

ENQUIRIES : Dr M Matandela Tel No: (012) 395 9671

OTHER POSTS

POST 38/33 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 76/2025**
Directorate: Financial and Management Accounting

SALARY : R896 436 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 Grade 12 certificate and NQF 7 qualification in Financial Accounting or Auditing as recognized by SAQA. At least three (3) years' relevant experience at Assistant Director level in financial accounting or auditing field. In-depth knowledge of effective financial administration within the Public Service including government banking procedures, Public Finance Management Act, Treasury Regulations, Safety Net, PERSAL, Financial Delegations, Departmental policies and procedures and Basic Accounting System (BAS). Knowledge of suspense/control accounts. Knowledge of the Personnel Staff Codes as well as PSCBC Resolution 3 of 1999. Good communication (verbal and written), management, analytical, financial, auditing, problem solving and computer skills (MS Office package).

DUTIES : Produce complete and accurate quarterly, interims and annual financial statements reports, including coordination of Request for Information (RFI) and communication of audit findings and liaise with Auditor General of South Africa (AGSA). Manage accurate processing of financial transactions in respect of salaries and S&T claims. Monitor payroll certification process, and ensure compliance to National Treasury deadlines. Ensure complete and accurate processing of sundry payments, efficient bookkeeping and banking. Ensure effective movement of debtors and loss control (in respect of irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure). Manage personnel and risk management.

ENQUIRIES : MS GB Mawela Tel No: (012)395 8695

<u>POST 38/34</u>	:	<u>PNB1 PROFESSIONAL NURSE GRADE 1 SPECIALTY NURSING REF NO: NDOH 79/2025</u> Directorate: MBOD
<u>SALARY</u>	:	Grade 1: R476 367 per annum as per OSD.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Basic R425 (i.e. Degree/Diploma in nursing) or equivalent NQF 6 qualification that allows registration with the SANC as a professional nurse with proof of registration. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in one of the specialties referred to in the glossary of terms. Experience working in an occupational health environment with miners, ex-mine workers and mining environment dealing with occupational diseases will be an advantage. A minimum of 4 years appropriate experience in nursing after registration as Professional Nurse with SANC in general nursing. Experience in General Nursing care process and procedures, quality assurance, patient experience of care, patients' safety, infection control, and relevant legal frameworks e.g. National core standards. Knowledge and insight into the relevant legal framework such as the nursing act, scope of practice, and basic knowledge of the Labour Relations Act. Understanding of Public Service Regulations. Good ethical practices, caring attitude, quality patient care, multi-cultural, nursing advocacy, first aid, patient support, communication, planning, organizational, conflict and personnel management as well as administrative skills. A valid driver's license.
<u>DUTIES</u>	:	Performance of benefit medical examination. Do urinalysis, take body weight and height on all patients. Patients' ECG as per the doctor's request. Rendering emergency medical care to clients and staff members. Health screening of members of staff for non-communicable diseases. Provide counselling and health education. Conducting quality check on all files submitted for benefit medical examination. Check that the medical reports form is filled and signed as well as copies of supporting documents are sent with submission claims. Administration of the clinic. Ordering, maintenance and control of equipment and supplies, including drugs for the clinic. Keeping a record of all benefit medical examinations done at the clinic. Management of risk queries. Ensure that health and safety policies are always practiced.
<u>ENQUIRIES</u>	:	Ms D Leseyane Tel No: (011) 356-5669
<u>POST 38/35</u>	:	<u>RADIOGRAPHER GRADE 1: MBOD REF NO: NDOH 80/2025</u> Directorate: MBOD
<u>SALARY</u>	:	Grade 1: R397 233 per annum as per OSD.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF level 6) or Bachelor's degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa (HPCSA) in Radiography. At least four (4) years' relevant experience after registration with the HPCSA as a Diagnostic Radiographer. Knowledge of diagnostic procedures in accordance with the required competencies, radiation protection, radiation control and correct kV and mAs selection. Knowledge of quality control and ALARA principles and understanding of the Public Service Regulations. Knowledge of the general radiological process management, health and safety policies, national and provincial policies. Knowledge of provisioning and procurement procedures as well as QA procedures. Good communication (verbal and written), planning, organizing, problem solving, decision making, conflict and personnel management skills. Ability to treat patients with empathy and according to department protocols and ability to assist in special procedures.
<u>DUTIES</u>	:	Ensure the quality of work regardless of the number of workers and ex-mine workers accessing benefit medical examinations at the MBOD. Provide monthly reports for the number of workers and ex-mine workers accessing benefits medical examination at the Medical Bureau for Occupational Diseases. Provide assistance in the administration unit with the processing of BME applications. Perform BME verification and capture BME application data. Perform unit quality control tests daily, monthly, quarterly and yearly. Identify units' equipment for quality control tests, inspect equipment professionally to ensure that they comply with safety standards and for optimal performance. Compile statistic system for the number of ex-mine workers accessing benefit medical examinations and participate in outreach programs. Establish the number of BME and NIOH patients examined and keep a record

		thereof as a backup. Provide awareness, training, and support on BME process for benefit medical examinations. Perform administration duties required for the job. Register patients as and when x-rays are performed and complete all prescribed and implemented quality control procedures and tables for record keeping. Management of risk and audit queries, while ensuring radiation safety to staff, patients, and the public.
<u>ENQUIRIES</u>	:	Ms R Setuke Tel No: (011) 356 5607
<u>POST 38/36</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 77/2025 (X3 POSTS)</u> Branch: National Health Insurance
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF 6) in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management/Business Administration. At least two (2) years' experience at Administrative Officer or equivalent level in the field of administration operating a computer, answering and handling telephone calls, basic financial and budget management as well as practical experience in maintaining accurate filing system. Sound and in-depth knowledge of relevant prescripts, and application of human resources policies as well as understanding of the legislative framework governing the Public Service. Knowledge of departmental procedures regarding finances, budgeting and procurement. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge on the use of LOGIS system. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package).
<u>DUTIES</u>	:	Control of documentations within the Cluster. Manages the mail and or correspondence register, receiving of documents, registering the documents, proper records management, filing and dissemination of documents to the relevant people and or Units. Administrate human resources management functions. Maintain leave register and ensure that all leave taken are properly recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Cluster's budget. Prepare and administer office budget and expenditures control. Ensure the maintenance of the filing system. Ensure accurate documents filing for all Unit documents (e.g., submissions, correspondence from stakeholders, etc). Ensure the arrangement of meetings, workshops, functions, accommodation, and travel for the Cluster. Liaising with in-house travel agencies for bookings, road transport and accommodation. Ensure and provide logistical support to directorate. Ensure adequate provision of stationery for the Cluster's office.
<u>ENQUIRIES</u>	:	Ms K Rampou Tel No: (012) 395 8139
<u>POST 38/37</u>	:	<u>MEDICAL BIOLOGICAL SCIENTIST GRADE 1 REF NO: NDOH 78/2025 (X2 POSTS)</u> Chief Directorate: Violence Trauma and EMS Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply.
<u>SALARY</u>	:	R397 233 – R 454 191 per annum as per OSD, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 and National Diploma or a Degree in Microbiology/Biomedical Science. At least one (1) year experience of working with import and export of human biological substances as guided by Regulations 181. Working in clinical research setting will be an advantage. Knowledge of human pathogens (microbiology/biology) as it relates to the form, structure, reproductive processes, genetics, taxonomy, and their role as pathogenic and/or immunizing agents. Knowledge of Good Laboratories Practices. Knowledge of Biosafety in relation to working with pathogens. Knowledge of inspections of Microbiological Laboratories. Knowledge and understanding of Chapter 8 of the National Health Act, Act 61 of 2003. Good communication (verbal and written), interpersonal, analytical, intrapersonal, attention to details and Microsoft computer skills. A valid driver's license.
<u>DUTIES</u>	:	Coordinate, together with the team the import and export permit programme. Screen and review all import and export applications for compliance in relation to Regulations. Inspect and register microbiology laboratories as per the regulations. Monitor the microbiology labs for biosafety and biosecurity.

		Respond to queries from applicants. Draft responses to the questions for consideration by supervisor. Enhance the quality of operation of Stem Cell Banks. Identify and conduct inspections for Stem Cell Banks, Tissue Banks and Gamete Banks and Fertility Clinics.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8257
<u>POST 38/38</u>	:	<u>VETTING OFFICER REF NO: NDOH 81/2025</u> Directorate: Security Services
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Social Sciences / Security Management or Policing as recognized by SAQA. A relevant training courses offered by the State Security Agency (SSA) is required. Experience in security related and/or vetting field will be an advantage. Knowledge of Minimum Information Security Standard (MISS) and general administrative function including vetting. Knowledge of Public Service Act and Regulations, National Strategic Intelligence Act, Protection information Act, Criminal Procedure Act, Promotion of Information Act and South African Constitution. Good communication (verbal and written), problem solving and analysis, initiative, acceptance of responsibilities, teamwork, ability to manage conflict, diplomacy and listening skills, customer focus and responsiveness, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
<u>DUTIES</u>	:	Conduct vetting fieldwork investigations. Conduct proper analysis and quality checks on the information. Conduct and submit reports to management and NIA on all vetting files and reports completed on a regular basis. Conduct vetting investigations in respect of confidential and secret and top-secret levels. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting related information. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Provide effective communication channels and systems between the department and SSA and other related agencies. Liaise regularly with SSA, SAPS and Home-Affairs and other critical stakeholders for advice and assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including credit information providers, to access information.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746