

## 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.*

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| <b><u>APPLICATIONS</u></b>  | : | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>FOR ATTENTION</u></b> | : | Ms M Shitiba                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CLOSING DATE</u></b>  | : | 24 November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>          | : | 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. |

## OTHER POSTS

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| <b><u>POST 41/80</u></b>   | : | <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING AND POLICY</u></b><br><b><u>REF NO: NDOH 84/2025</u></b><br>Sub-Directorate: Human Resources Planning and Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R468 459 per annum, (plus competitive benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least three (3) years' experience at supervisory level (salary level 8) in the recruitment and selection environment or human resource management field. Proven experience in recruitment, selection and appointment practices as well as proven experience in policy development or review and approval process. In-depth knowledge and demonstrated understanding of all relevant human resource management legislation, directives, resolutions, policies, practices and procedures. Knowledge and demonstrated understanding of the legislative framework governing information management within human resources functions i.e. recruitment, selection, appointment and planning. Knowledge and demonstrated understanding of working with Human Resources Management Information |

System data. Knowledge of Human Resources Planning Principles and Guidelines. Broad knowledge of Public Finance Management Act, Treasury regulation and Supply Chain Management legislative framework. Good communication (verbal and written), leadership, analytical, numeracy, problem solving, conflict management, interpersonal, presentation, change management, research, planning, organizing and computer skills (MS Office package). A valid driver's license.

**DUTIES** : To fast track the filling of vacancies through overseeing the recruitment (advertising) processes. Check and quality assure relevant documentation required to advertise vacancies. Ensure quality assurance and approval of the post advertisement by all relevant stakeholders before submission to DPSA and/or publishing agencies. Render advisory and HR secretariat services to line management during shortlisting processes. Oversee pre-screening of all applications received for all posts. Ensure communication with line management regarding shortlisting. Render advisory and HR secretariat service to line management during interview processes. Oversee the co-ordination of interview sessions with all relevant stakeholders. Ensure all post interview processes i.e. PSCs are conducted. Maintain and update recruitment and selection database, indicative of the status of funded and approved vacancies. Provide advice on vacancy status and statistics. Assist in the development, review and monitoring of the HR Plan, policies and guidelines as well as the communication thereof. Assist in the development of the HR Plan and HR Implementation report. Identify policies to be developed/amended or aligned with environmental development. Supervision of employees. Check and quality assure work done by employees and ensure compliance with the legislative framework.

**ENQUIRIES** : Ms T Moepi Tel No: (012) 395 8614

**POST 41/81** : **HUMAN RESOURCE PRACTITIONER REF NO: NDOH 85/2025**  
Sub-Directorate: Human Resources Planning and Policy

**SALARY** : R325 101 per annum, (plus competitive benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least two (2) years experience in human resource management field. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of legislative framework governing the public service. Knowledge of PERSAL. Good communication (verbal and written), interpersonal, problem solving, numeracy, literacy, analytical, client oriented, presentation, planning, organizing and computer skills (MS Office package). A valid driver's license.

**DUTIES** : To fast track the filling of vacancies through overseeing the administration and implementation of the recruitment and selection process and being pro-active during the process. Fast track the checking and amending of draft adverts. Shortlisting of posts and ensuring that candidates meet requirement and comply with fair labour practice. Arrange interview date. Accurately and timeously draft submission. Provide advice and maintain and update vacancy data and statistics. Maintain and update statistics and information for the status of all posts allocated. Assist in the development, review and monitoring the HR Plan, policies, guidelines as well as conduct information session/presentation. Compile well drafted presentation and present information session. Management of risk. Complete control form for every posts when submitting the submission file to the appointment section at HRA to process it further. Prepare interview packages for all panel members consisting of the interview programme, copy of the advert, score sheet, confirmation of attendance form, comprehensive application documents of the candidates.

**ENQUIRIES** : Ms T Moepi Tel No: (012) 395 8614