

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** : 15 December 2025
- 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). 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

- POST 44/54** : **DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: NDOH 86/2025**
Chief-Directorate: Health System Digital Information
Please note that this is a re-advert, applicants who previously applied need to re-apply.
- 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 an NQF Level 7 qualification in Information Communication Technology / Information Technology and/or Computer Science. ICT Project Management and Change Management certificates will be an advantage. At least three (3) years' middle managerial/supervisory at ASD or equivalent level experience in Change management. Knowledge of change management principles, methodologies, and tools. Understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation, understanding of how people go through a change and change process, ICT standards, policies and procedures, familiarity with

		project management approaches, tools and phases of the project, knowledge of the health sector (Basic), National Health Insurance Plan, Public Service Regulation and Public Service Act as well as National Health Act/Bill. Good communication (verbal and written), team management, analytical, risk and issue management, strategic thinking and planning, conflict resolution, programme and project Management Methodologies, effective organizational and time management, resilience and teamwork skills. Ability to work independently and as part of a team and willingness to travel regularly. A valid driver's license.
<u>DUTIES</u>	:	Documenting and maintaining the Change Management policy, processes, and standards. Develop, implement and maintain ICT Change Management policies and procedures and ensure that the entire organization complies with the procedures. Develop and present Change Management reports as required. Establish, document, implement, manage, and monitor the Release Management policies and processes. Foster culture of change and communication.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at milani.Wolmarans@health.gov.za
<u>POST 44/55</u>	:	<u>DEPUTY DIRECTOR: SOFTWARE DEVELOPER REF NO: NDOH 87/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Computer Science / Software Development / Information Communication Technology. A Software Development certification (e.g. JAVA, Microsoft, Open Source); Agile (e.g. Product Owner, Scrum Master) and Data Privacy or Cyber Security qualification, and Industry certification will be an advantage. At least three (3) years' middle management experience working with Software Development. Knowledge of database management systems, software development methodologies, and tools. Understanding of version control. Knowledge of Public Service Regulation and Public Service Act, Information Security and Cyber-Security related, Data Privacy, Compliance and Protection, Software Testing Stack, ICT standards, policies and procedures. Knowledge of National Health Act/Bill as well as National Health Insurance Plan. Good communication (verbal and written), analytical, technical and leadership, strategic thinking and planning, conflict and people management, effective organizational and time management, training management, resilience and assertiveness and ethical behaviour skills. Ability to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Collaborates with Business Analysts to implement on business requirements via the development of digital solutions. Develop & implements applications and programs for the backend processing systems for the NHIF including peer reviews and code reviews. Maintain source code and code branching of the software and facilitate best practices. Work within modern software development lifecycle methodologies (such as Agile or Business Change Lifecycle) to create consistent and regular development deliverables. Work within the framework for security, privacy, performance and scalability requirements and test software systems, identify bugs, debug, resolve the issues and create documents for the application changes.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>POST 44/56</u>	:	<u>DEPUTY DIRECTOR: USER ACCEPTANCE TESTING REF NO: NDOH 88/2025</u> Chief-Directorate: Health System Digital Information Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	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
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF Level 7 qualification in Information Technology / Bachelor of Science in ICT. ITIL and Cobit certificates will be an advantage. At least three (3) years' middle managerial experience/supervisory at ASD or equivalent level in User Acceptance Testing (UAT) or related field. Knowledge of UAT principles, methodologies, and tools. Knowledge of Software Development Life Cycle (SDLC) and testing, familiar with UAT tools and software (JIRA, TestRail etc.), Health System and its operational environment, Public Service Regulation and Public Service Act, NHI-Contextual and operation environment, Health Sector, National Health Act as well as National Health Insurance Plan. Sound knowledge of project management, providing leadership and work independently and adherence to project and reporting timelines. Good communication (verbal and written), ethical conduct, creative thinking, customer service orientation, diverse citizenship, problem analysis, technical proficiency and interpersonal skills. Ability to apply testing processes and terminology to practical scenarios as well as multi-task and test different applications. A valid driver's license.
<u>DUTIES</u>	:	Define UAT testing plans and requirements. Setup and maintain test environment. Liaise with stakeholders to address and resolve any issues that might arise during user acceptance testing. Record and document UAT cases and sign-off acceptance certificates on completion of all test cases. Perform User Acceptance Testing (UAT) – perform test cases on Jira. Manage resources, risk and audits.
<u>ENQUIRIES</u>	:	Ms M Wolmarans at Milani.Wolmarans@health.gov.za
<u>POST 44/57</u>	:	<u>LEGAL ADMINISTRATTION OFFICER MR 5 REF NO: NDOH 89/2025</u> Directorate: Legal Services
<u>SALARY</u>	:	R464 634 – R1 111 323 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and LLB or equivalent qualification in law. At least eight (8) years appropriate post qualification legal experience providing legal advice and drafting of legal opinion, negotiating, scrutinizing, drafting, editing legal documents and/or contracts/ legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Civil Litigation, Intergovernmental Relations Framework as well as procurement prescripts. Knowledge and understanding of legislative drafting process and rules of Parliament. Knowledge and understanding of all pieces of legislation administered by the Department, as well as other pieces of legislation that in same or other way impacts on the functions being performed in the Department. Excellent communication (verbal and written), good interpersonal and computer skills (MS Office package). Ability to function under pressure. Willingness to travel frequently and work long and irregular hours.
<u>DUTIES</u>	:	Draft legislation, regulations, executive Acts, international agreements, memoranda of understanding and other legal instruments. Ensure legislation are processed timeously. Drafting, editing and amending service level agreements, contracts, memoranda of understanding and international agreements. Provision of legal opinion to the Department and Ministry. Identify issues and apply the law to facts. Management and co-ordination of litigation. Identify measures to avoid litigation. Liaise with the state attorney timeously to ensure compliance with Court Rules and proper representation of the defendant; and identify and analyse litigation trends.
<u>ENQUIRIES</u>	:	Adv M Moabelo Tel No: (012) 395 9512
<u>POST 44/58</u>	:	<u>PERSONAL ASSISTANT REF NO: NDOH 90/2025</u> Branch: Health Regulations and Compliance Management
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate and NQF 6 in Office Administration/Office Management/Business Management/Business Administration/Management Assistant/ Secretarial Diploma as recognized by SAQA. At least three (3) years' experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Good communication (verbal and written), telephone etiquette, planning, organizing and computer skills (MS Office

package). Ability to act with tact and discretion. Ability to research and analyze documents and situations

DUTIES

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- Provides a secretarial/receptionist support service to the manager. Coordinates with and sensitizes/advises the manager regarding engagements. Rendering administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Provides support to manager regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the manager with the administration of the manager's budget. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending.

ENQUIRIES

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- Ms T Moepi Tel No: (012) 395 8614