

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>	:	23 February 2026
<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 04/91</u>	:	<u>CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 3/2026</u>
<u>SALARY</u>	:	R1 494 900 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>	:	National Department of Health, Pretoria A Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA. A qualification in Health Science / Public Health/International relations will be an advantage. At least five (5) years' experience at a senior managerial level in International Relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management,

<p>strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.</p>	
<u>DUTIES</u>	: Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the Sustainable Development Goals (SDG). Support the prevention and control of regional public health risks that threaten South Africa and African population including humanitarian assistance. Facilitate participation in various international structures to strengthen bilateral, trilateral relations including multilateral treaties. Support the Facilitation of the International Development Assistance and Partnership programme. Advance and coordinate global health agenda in Africa and Middle East, North-South Partnerships as well as South-South relations. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of the resources.
<u>ENQUIRIES</u>	: Mr PP Mamogale Tel No: (012) 395 9378
OTHER POSTS	
<u>POST 04/92</u>	: <u>ASSISTANT DIRECTOR: DIETETICS GRADE 1 REF NO: NDOH 1/2026</u> Directorate: Child and Youth Health
<u>SALARY CENTRE REQUIREMENTS</u>	: R638 856 – R707 625 per annum, as per OSD Pretoria : Grade 12 certificate (NQF level 4) and appropriate qualification in Dietetics or Nutrition. Registration with Health Profession Council of South Africa (HPCSA). A minimum of three (3) years' appropriate experience after registration with the HPCSA in maternal and child nutrition, infant and young child feeding in the context of HIV, prevention and management of acute malnutrition, training, advocacy and liaison, monitoring and evaluating as well as conducting research. Comprehensive knowledge of Integrated Nutrition Programmes specifically maternal nutrition, infant and young child feeding and overall maternal and child nutrition and disease specific nutrition. Comprehensive understanding of current nutrition issues. Knowledge of the Public Finance Management Act. Good communication (verbal and written), organizational, facilitation and training, project management, advocacy, monitoring, evaluation and research skills.
<u>DUTIES</u>	: Support coordination, implementation of activities to promote, protect and support breastfeeding on Nine (9) provinces. Support planning, coordination and monitoring of implementation of the Mother Baby-Friendly Initiative (MBFI) in all 9 provinces. Consolidate and disseminate MBFI monitoring report to 9 provinces. Ensuring quality of implementation for the MBFI. Facilitate the development of the expanded MBFI tools incorporating community MBFI. Contribute to the improvement of the management of acute malnutrition. Support provincial technical support to monitor implementation of the Integrated Management of Acute Malnutrition (IMAM) guidelines. Participate in the Child Health and Infant Feeding activities. Support all key activities for infant and young child feeding promotion in South Africa. Support planning for the annual breastfeeding campaign.
<u>ENQUIRIES</u>	: Ms Zandile Kubeka Tel No: (012) 395 8517
<u>POST 04/93</u>	: <u>ASSISTANT DIRECTOR: WOMEN'S HEALTH REF NO: NDOH 5/2026</u> Chief Directorate: Women's Health and Reproductive Health
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum, plus competitive benefits Pretoria : A Grade 12 certificate and NQF 6 qualification in Nursing. Current registration with the South African Nursing Council. At least three (3) years' experience in Women's Health or Sexual and Reproductive Health, and working in the field of reproductive health cancers and/or managing women's health programmes at sub-district, district or provincial level. In-depth knowledge of Women's Health policies, guidance and services at national, provincial and district levels, knowledge of policy analysis and development, legislation in health as well as financial and project management. Good communication (verbal and written), strategic capability, planning and organizing, teamwork and computer skills (MS Office package). A valid driver's license.

<u>DUTIES</u>	Coordinate and monitor progress on the implementation of the National Cervical policies, guidelines and SOPs at provincial and district levels. Coordinate and facilitate the implementation of the Strategic Framework for Cervical Cancer Elimination in South Africa. Coordinate and monitor progress on the implementation of the Breast Cancer policies, guidelines and SOPs at provincial and district levels. Conduct capacity building on reproductive cancers in provinces. Create community awareness on reproductive health cancers. Perform any other duties that support sexual and reproductive health and rights.
<u>ENQUIRIES</u>	Ms S Ngake Tel No: (012) 395 8382
<u>POST 04/94</u>	<p><u>FINANCE CLERK (PRODUCTION) REF NO: NDOH 2/2026 (X2 POSTS)</u></p> <p>Directorate: Financial and Management Accounting Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R228 321 per annum, (plus competitive benefits) Pretoria</p> <p>Grade 12 certificate (NQF level 4). A Degree or Diploma in Finance will be an advantage. Experience in government finance will be added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Good communication (verbal and written), interpersonal, planning, organizing, numeracy, and computer skills (MS Office package). Ability to perform routine task and operate office equipment.</p>
<u>DUTIES</u>	Render financial accounting transactions. Receive and check sundry payments for processing. Perform salary administration support services. Monitor, reconcile, and clear the salaries suspense account. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services. Capture all financial transactions (e.g. interdepartmental claims). Clear suspense accounts. Render a budget support service. Collect input from budget holders. Prepare expenditure reports and distribute to managers.
<u>ENQUIRIES</u>	Ms G Mawela Tel No: (012) 395 8695
<u>POST 04/95</u>	<p><u>ADMINISTRATION CLERK: PRODUCTION REF NO: NDOH 4/2026</u></p> <p>Directorate: Mental Health and Substance Abuse</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R228 321 per annum, (plus competitive benefits) Pretoria</p> <p>A Grade 12 certificate or equivalent NQF 4 qualification. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. And understanding of records management (electronic and manual). Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.</p>
<u>DUTIES</u>	Perform administrative procedures regarding care, treatment and rehabilitation of state patients and mentally ill prisoners. Receive and process documents submitted for the admission of State patients and mentally ill prisoners and submit to the deputy director. Administer records of state patients and mentally ill prisoners. Keep regular update of the electronic and manual records system of State patients and mentally ill prisoners including their movements. Handle all enquiries relating to forensic mental health documents and records. Handle routine enquiries, both telephonic and written regarding State patients and mentally ill prisoners. Render administrative support to the directorate and sub-directorate for special projects and when needs arise. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Assist with travel arrangement for the sub directorate. Assist with accommodation and transport, and parking when required.
<u>ENQUIRIES</u>	Mr Bashu Pule Tel No: (012) 395 9533