

## 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 vacancies@Health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 01 June 2026
- 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

## MANAGEMENT ECHELON

- POST 16/48** : **DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 28/2026**  
Directorate: Employment Relations and Workplace Support  
(One Year Contract)
- SALARY** : R1 266 714 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.
- CENTRE REQUIREMENTS** : Northern Cape  
: A Grade 12 certificate and an NQF level 7 degree in Labour Relations / Labour Law. At least five (5) years' working experience at middle/senior management level in Labour Relations. Proven experience in grievance, disciplinary procedures and processes, dispute resolutions, hearing, conduct investigations as well as negotiations. Knowledge of PFMA, Treasury

Regulation, and other financial prescripts. Thorough understanding of labour relation principles, practices and procedures. Knowledge on relevant legislation, policies, prescripts, circulars and procedures applicable to labour relations. Knowledge and experience in policy development and analysis. Good strategic capability and leadership, people management and empowerment, programme and project management, financial and change management, service delivery innovation and communication (written and verbal) skills. Ability to compose and provide comprehensive reports, research, analyse documents and/or information and advice. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

**DUTIES** : Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage, oversee and monitor the implementation of the Public Service grievance and disciplinary procedures. Ensure finalisation of all grievances and complaints received from employees in the Department and stakeholders, respectively. Facilitate and manage the resolution of disputes and misconduct processes. Manage labour disputes and provide support in litigation cases, in consultation with Legal Services. Provide strategic support on labour relations services. Manage and ensure effective provision of research, advice and opinions. Facilitate and present the department at Council and Chamber levels. Promote sound labour relations practices. Establish and maintain good relationships with organised labour. Manage investigations and complaints lodged and related to fraud, corruption, and maladministration. Manage compliance and ensure the development and review of labour relations and dispute management prescripts and related labour relation policies. Manage the implementation of labour relations prescripts through provision of technical advice, support and guidance. Provide support and advice on the management and resolution of disputes arising from implementation and interpretation of collective agreement and prescripts. Manage investigations and complaints lodged related to fraud, corruption and maladministration. Facilitate the appointment of investigators and collate the necessary documents for investigations and complaints lodged. Provide overall management of the directorate. Manage finances in line with the PFMA. Facilitate the costing of a functional Labour Relations unit for the department. Ensures that remedial actions identified by AGSA and internal auditors are attended to, promptly. Develop and implement risk management plan.

**ENQUIRIES** : Mr S Mahlatjie Tel No: (012) 395 8414

#### **OTHER POST**

**POST 16/49** : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 29/2026**  
Directorate: Employment Relations and Workplace Support  
(One Year Contract)

**SALARY** : R932 292 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** : Northern cape  
: A Grade 12 certificate and NQF 7 qualification in Labour Relations / Labour Law. At least 3-5 years working experience at ASD level in labour relations, disputes, disciplinary hearing, conciliations, and arbitration. Knowledge of relevant legislation/policies/prescripts/circulars and procedures applicable to Labour Relations. Understanding of Labour legislation (LRA, BCEC, EE, Skills Development Act). Understanding of policy formulation, interpretation, and procedures. Dispute Resolution and Conflict Management as well as Departmental Policy and Guidelines. Good communication (verbal and written), planning and organizing, conflict and problem solving, presentation and people management, facilitation and analytical thinking, negotiation and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

**DUTIES** : Manage and coordinate grievances within the department. Manage and monitor the implementation of the Public Service disciplinary procedures. Gather the necessary data/information and investigate the matter. Manage and disciplinary processes in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Submit a complete investigation report to the

Director-General for approval. Facilitate the notice and allegation sheet to be served to the alleged transgressor. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with the public services framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Render labour relations support services. Provide training and advocacy on labour-related matters in the department. Represent the department conciliation and arbitration proceedings. Obtain mandate for the discussion of agenda items on the agenda. Obtain a mandate for the employer position on each agenda point. Manage externally referred disputes. Provide support and advice on the management and resolution of disputes. Manage labour disputes and provide support for litigation cases, in consultation with Legal Services. Manage resources, risk and audit queries. Plan all activities within the unit. Organise and manage records and statistics of all grievance and misconduct. Advise employees and managers on Labour related matters.

**ENQUIRIES** : Mr S Mahlatjhe Tel No: (012) 395-8414

**GRADUATE INTERSHIP PROGRAMME 2026-2028  
(24 MONTHS)**

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months.

The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme.

**OTHER POSTS**

**POST 16/50** : **HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT INTERNSHIP REF NO: NDOH 30/2026 (X4 POSTS)**  
Chief Directorate: Human Resources Management and Development

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Human Resources Management or Human Resources Development.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/51** : **ORGANISATIONAL DEVELOPMENT INTERNSHIP REF NO: NDOH 31/2026 (X1 POST)**  
Directorate: Human Resources Administration

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Management Services or Operations Management or Production Management.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/52** : **EMPLOYMENT RELATIONS INTERNSHIP REF NO: NDOH 32/2026 (X1 POST)**  
Directorate: Employment Relations

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Labour Relations

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/53** : **FINANCIAL MANAGEMENT AND ACCOUNTING INTERNSHIP REF NO: NDOH 33/2026 (X3 POSTS)**  
Chief Directorate: Financial Management and Accounting

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Financial Management or Accounting.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/54** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP REF NO: NDOH 34/2026 (X4 POSTS)**  
Chief Directorate: Supply Chain and Assets Management

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) and Diploma with 360 credits (NQF 6) in Supply Chain Management / Logistics / Public Management / Purchasing or Transport Management

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/55** : **INTERNAL AUDIT INTERNSHIP REF NO: NDOH 35/2026 (X3 POSTS)**  
Chief Directorate: Internal Audit or Risk Management

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) and Diploma with 360 credits (NQF 6) in Internal Auditing or Risk Management.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/56** : **INFORMATION COMMUNICATION AND TECHNOLOGY INTERNSHIP REF NO: NDOH 36/2026 (X4 POSTS)**  
Chief Directorate: Information Communication and Technology

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) and Diploma with 360 credits (NQF 6) in Computer Science or Information Technology.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/57** : **COMMUNICATION INTERNSHIP REF NO: NDOH 37/2026 (X2 POSTS)**  
Chief Directorate: Communication and Stakeholder Management

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Journalism/Marketing and communication or Communication.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/58** : **LEGAL SERVICES INTERNSHIP REF NO: NDOH 38/2026 (X3 POSTS)**  
Chief Directorate: Legal Services and Parliamentary Affairs

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF 4) and LLB Degree (NQF level 6) in Law.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/59** : **OFFICE OF THE DIRECTOR-GENERAL INTERNSHIP REF NO: NDOH 39/2026 (X2 POSTS)**  
Office of the Director-General

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Management/ Business Management/ Administration/ Public Management/ Administration/ Office Management/ Administration or related NQF 6 Administration qualification.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/60** : **STRATEGIC PLANNING INTERNSHIP REF NO: NDOH 40/2026 (X2 POSTS)**  
Strategic Planning

**SALARY** : R8 174.78 per month  
**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Public Management/ Administration/ Business Management/ Administration or Strategic Management.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669

**POST 16/61** : **OFFICE OF THE CHIEF FINANCIAL OFFICER INTERNSHIP REF NO: NDOH 41/2026 (X1 POST)**  
Office of the Chief Financial Officer

**SALARY** : R8 174.78 per month

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Management/ Business Management/ Administration/ Public Management/ Administration/ Office Management/ Administration or related NQF 6 Administration qualification.

**ENQUIRIES** : Mr A Masilo Tel No: (012) 395 8669