

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** : 06 July 2026
- NOTE** : 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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

- POST 21/121** : **DIRECTOR: FORENSIC PATHOLOGY SERVICES REF NO: NDOH 55/2026**
Chief Directorate: Violence Trauma and Emergency Medical Services
- SALARY** : R1 317 384 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** : Pretoria
- REQUIREMENTS** : Grade 12 certificate and NQF 7 qualification in Health Science, preferably qualification in MBCHB or nursing. NQF 8 qualification in Health Science, MPH, Forensic Pathology and or Clinical Forensic pathology will be an advantage. At least five (5) years' experience at middle/senior management level in health management and forensic or clinical forensic medical services. Knowledge of the South African Constitution, 1996, public service regulatory framework, methods and practices relating to Hospital Services and forensic medical services, Knowledge and experience in clinical forensic and/or forensic pathology services. Understanding of the healthcare system and referral

- pathways locally and internationally. Knowledge of drafting of regulations, guidelines and standards. Good communication (verbal and written), problem-solving, decision-making, analytical, presentation, facilitation, planning, organizing, and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Manage and coordinate clinical streams/disciplines. Develop policy documents (guidelines, standards and inspection tools) on any clinical stream/discipline. Manage forensic pathology services and other clinical streams. Develop data sets and policies for forensic pathology services. Coordinate clinical forensic pathology services and gender-based violence and femicide. Provide secretariat function for Ministerial committees, technical working groups, task teams and/or national coordinating committees related to any clinical stream. Oversee and monitor hospital licensing. Develop and administer licensing policy and/or regulation compliance. Coordination of referral pathways: hospitals and forensic pathology. Liaise with referring authority inside and outside RSA. Provide Secretariate support to ministerial committees, technical working groups, task teams and/or national coordinating committees related to forensic pathology and clinical stream.
- ENQUIRIES** : Dr R Ncha Tel No: (012) 395 8257
- POST 21/122** : **DIRECTOR: PROVIDER PAYMENT MECHANISM AND RATES REF NO: NDOH 52/2026**
(Five Year Contract)
Chief Directorate: Health Care Benefits and Provider Payment Design
- SALARY** : R1 317 384 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** : Pretoria
: Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognized by SAQA in Finance/Accounting, Cost Accounting, Economics, Health Economics, or Actuarial Sciences. A postgraduate qualification (NQF level 8) in relevant disciplines such as Finance and Accounting, Cost Accounting, Health Economics, Actuarial Sciences or a related quantitative social sciences field would be an advantage. At least five (5) years' experience at a middle/senior managerial level in Health Economics/ Accounting within the health sector. Experience in conducting sophisticated quantitative analyses and proven economic research output relating to health economic modelling techniques as well as experience in developing health-focused econometric models using decision analysis software. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design and payment, and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and National Health Insurance (including provisions of the NHI Act) Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Review the existing data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. Capitation and Diagnosis Related Groupers). Develop an approach to on-going revisions of provider payment systems, and develop proof-of-concept, and progressively implement new provider payment mechanisms. Determine the nature of provider payment mechanisms and adopt additional mechanisms, including capitation for PHC and DRG for hospitals. Define cost modelling methodology and required data sets and develop costing manual and determine the prices of health care services/drugs/consumables to be paid by the NHI Fund based on developed costing manual. Prepare information and communicate to the public (users, providers and other stakeholders) on the prices of services/drugs/consumables included in the Health Care Benefits to be covered by the NHI Fund.

- ENQUIRIES** : Mr Moremi Nkosi Tel No: (012) 395 8173
- POST 21/123** : **DIRECTOR: HEALTH CARE BENEFITS DESIGN REF NO: NDOH 53/2026**
(Five Year Contract)
Chief Directorate: Health Care Benefits and Provider Payment Design
- SALARY** : R1 317 384 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** : Pretoria
Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Sciences. A postgraduate qualification (NQF level 8) in relevant disciplines such as Health Economics, Actuarial Sciences, Implementation Science/Research, Biostatistics, Epidemiology, or a related quantitative social science field would be an advantage. At least five (5) years' experience at a middle/senior management level in health care benefits design. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health care benefits design, Health Needs Assessments, Health Technology Assessment and National Health Insurance. Knowledge of CPT coding, ICD-11 and other international Procedure and diagnosis coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and National Health Act. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Develop methodology for strategic and operational planning for defining the composition of the Health Care Benefits design process, including health needs assessment, risk assessments framework (including costs, cost-effectiveness), and monitoring and control of progress against strategic objectives, including defining the evidence-based comprehensive package of health services, medicines and consumables covered or specifically excluded from the Health Care Benefits. Develop methodology for and facilitate Health Needs Assessments for clinical interventions, pharmaceuticals and technologies. Develop and integrate a policy that links referral and portability of access to services to the health care benefits design. Develop methodology for, and facilitate, Health Technology Assessment (HTA) considerations for clinical interventions, pharmaceuticals and technologies including specific health services to be covered by the NHI Fund on an incremental basis and an approach to on-going revisions to the Health Care Benefits. Prepare information to be communicated to the public on the list of Health Care Benefits for users.
- ENQUIRIES** : Mr Moremi Nkosi Tel No: (012) 395 8173
- POST 21/124** : **DIRECTOR: COMMUNICABLE DISEASES CONTROL REF NO: NDOH 51/2026**
Directorate: Communicable Diseases Control
- SALARY** : R1 317 384 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** : Pretoria.
Grade 12 certificate and NQF 7 qualification in Health Sciences. NQF 8 qualification in Health Science will be an advantage. At least five (5) years' experience at middle/senior management level in health management field. Knowledge of Health Act, PFMA, Human Resources and procurement policies and well as the science of health promotion, social determinants of health and its impact on prevention and control of communicable diseases and health outcomes. Knowledge and experience in policy development and analysis,

current strategies for improving prevention and control of communicable diseases outcomes. Knowledge of relevant national regulations and policies within health that impact on prevention and control of communicable diseases outcomes. Good communication (verbal and written), strategic capability and leadership, programme and project management, financial, knowledge and change management, problem-solving, analytical, facilitation and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Strengthen epidemic preparedness and response in line with the international health regulations (IHR). Conduct quarterly IHR/National Action Plan on Health Services (NAPHS) meetings to assess progress on the implementation of the NAPHS Annual Operational Plan. Facilitate the process of ensuring that systems are in place to implement IHR policy and guidelines. Monitor and evaluate the communicable disease control programme. Strengthen systems for Epidemic Preparedness and Response (EPR) for communicable diseases. Assist with resource mobilisation to implement plans. Provide leadership functions, including with regards to the prevention and control of communicable diseases and the development of policy and guidelines for communicable disease control. Facilitate legislation, policy and guideline formulation for communicable diseases. Coordinate Epidemiology and Surveillance of communicable diseases. Strengthening partnerships and collaboration on communicable diseases. Strengthen cross border, regional, and international collaboration of communicable diseases as well as strengthen partnerships for addressing communicable diseases in South Africa. Manage resources, risk, and audit queries. Manage risks related to achieving the objectives of the Directorate, put systems in place to minimize risks, conduct risk assessments and develop and implement as risk management plan.

ENQUIRIES : Ms A Cele Tel No: (012) 395 8521

OTHER POSTS

POST 21/125 : **MEDICAL SPECIALIST: PUBLIC HEALTH REF NO: NDOH 54/2026**
(Five Year Contract)
Chief Directorate: Health Care Benefits and Provider Payment Design

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 – R2 301 186 per annum

CENTRE REQUIREMENTS : Pretoria
Grade 1: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) plus current registration with the HPCSA as Medical Specialist. **Grade 2:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Working experience with health needs assessment. Comprehensive knowledge of patient registration and personal health records. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Knowledge and understanding of National Health Insurance, Public Service Regulations, Public Service Act and Public Finance Management Act. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.

DUTIES : Develop and maintain methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments, monitoring and control of progress against strategic objectives. Prepare technical reports, briefing notes, and recommendations on Health Care Benefits planning and performance. Contribute clinical inputs to the development and maintenance of policy and procedures for clinical interventions, pharmaceuticals, and technologies, including inputs on Health Technology Assessment (HTA), as a part of health care benefits design. Provide specialist clinical inputs into the development, review, and maintenance of policies, procedures, protocols, and guidelines

relating to Health Care Benefits design. Develop and maintain policy and procedures on referral and portability of access to services and define referral guidelines for planned NHI pathways. Define, review, and update referral guidelines and clinical pathways across levels of care to ensure coordinated and integrated service delivery. Develop and maintain the annual plan of needs for procurement of the Health Care Benefits. Provide clinical and technical inputs into procurement planning for health care services, pharmaceuticals, medical devices, and technologies. Contribute to the preparation of information for publication for citizens on the list of Health Care Benefits for Users and Referral Guidelines. Ensure that published information is evidence-based, clinically accurate, and aligned with approved policies and procedures.

ENQUIRIES

: Mr Moremi Nkosi Tel No: (012) 395 8173

POST 21/126

: **ASSISTANT DIRECTOR: ICT SUPPORT REF NO: NDOH 44/2026**
Directorate: Information Communication Technology

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum, (plus competitive benefits)
: Pretoria
: A Grade 12 certificate and NQF 6 qualification in Information Technology/Computer Sciences. ITIL certificate and ICT Governance and Ethics will be an advantage. Certification in CAN, CNE, MCITP, A+, N+, Networking+, Security+, Mobility+, CISA, CISM, CRISK, CGEIT as well as Microsoft certifications like MOS, MSCA Desktop will be an added advantage. At least three (3) years' experience at a supervisory level in Information Technology environment. Experience in supporting transversal applications e.g. BAS, PERSAL, Logis, Safetyweb and Firewall as well as in ICT policy, process, procedure and standard development, Microsoft environment, open source and directory authentication systems and services. Knowledge of procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Monitoring the LAN's and WAN's. Knowledge of the OSI model as well as Government Transversal Systems and Financial Systems. Good communication (verbal and written), technical, interpersonal, problem solving and organizing skills. Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES

: Manage, maintain, and ensure the availability of communication systems. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network {WAN}, and Local Area Networks {LAN}), Virtual Private Network {VPN}, Multi-Protocol Label Switching {MPLS}). Management and support for the Transversal Systems (Application software, connectivity, computer client software). Manage, monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Ensure contractors deliver service correctly. Manage resources, ICT risks and audit queries. Manage staff performance in line with PMDS, including performance agreements and reviews. Establish contingency plans with backup resources for ICT service support and delivery. Assistance in the planning and research of ICT policy. Development, review, and documentation of ICT policies, processes, procedures, and standards. Development and implementation of network capacity management plans. Management and maintenance of physical security systems. Develop strategy for NdoH Datacentre and physical environment controls as well as implement server environment controls in alignment to audit requirements and governance control and good practice. Manage customer relations. Liaise with users and work groups on their needs, questions, requests and problems with regard to network services. Investigate current computers and compare with new trends and ensure current technology is capable.

ENQUIRIES

: Mr A Mabuza Tel No: (012) 395 8647

POST 21/127

: **ICT GOVERNANCE RISK & COMPLIANCE ANALYST REF NO: NDOH 45/2026 (X2 POSTS)**
Directorate: Information Communication Technology

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum, (plus competitive benefits)
: Pretoria
: A Grade 12 certificate and an NQF 6 in Information Technology/Computer Science qualification as recognized by SAQA. A degree (NQF 7) in

ICT/Computer Sciences will be an advantage. COBIT 5-foundation certification. At least two (2) years' experience in a GRC-related role, such as risk management, compliance, and or internal audit. Experience in working with various stakeholders across government agencies to gather information and provide guidance on ICT GRC matters. Knowledge of ICT Governance, risk, security, compliance and continuity methodologies and practices. Knowledge of IT service management frameworks (e.g. ITIL) and their application in a GRC context. Familiarity with ICT GRC tools and platforms (e.g. RSA Archer, MetricStream, OpenPG). Good communication (verbal and written), analytical, collaboration, and adaptability skills. Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES : Assist in developing and implementing GRC policies, procedures, and frameworks to ensure compliance with regulatory requirements. Identify and assess risks associated with ICT operations and develop strategies to mitigate or manage those risks. Provide support on governance, risk and control tools implementation and workflows. Manage customer relations. Ensure effective implementation of GRC initiatives in ICT. Conduct ICT governance risk compliances and continuity research. Analyse and interpret data from various sources to identify trends, patterns, and potential issues that may impact the organisation's risk profile. Provide assistance with research, idea management and innovation management. Be part of permanent in-house programme team, providing organisational learning, improved capability, resilience and value for money. Monitor and report continuity on ICT governance, risk and compliance. Develop and maintain reports, dashboards, and other visualisations to communicate ICT GRC metrics and performance indicators to senior management and other stakeholders. Identify and correct weaknesses. Handle risks and audit queries. Identify, mitigate and manage ICT risks. Tracing resolution of ICT audit findings. Establish contingency plans with backup resources and accommodation for prospective automated business processes.

ENQUIRIES : Mr A Mabuza Tel No: (012) 395 8647

POST 21/128 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: NDOH 50/2026**
Directorate: Human Resource Administration

SALARY : R413 001 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and National Diploma with 360 credits (NQF 6) qualification in Human Resource Management / Public Management or Public Administration. NQF 7 degree in HRM will be an advantage. At least three (3) years' experience in HR Recruitment and Selection. Knowledge of recruitment and selection prescripts and legislation, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relation Act as well as understanding of the legislative framework governing the Public Service and Human Resources function wholistically. Good communication (verbal and written), problem solving, planning and organizing, interpersonal relations, presentation and facilitation, people management, customer focus, negotiation and conflict resolution and computer skills (MS Office package). Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES : Render and administer recruitment and selection process. Ensure adherence and compliance to the Recruitment and Selection policy and prescripts. Quality assures draft advertisements and ensures processing within one working day. Engage with line managers within 5 working days of allocation of a post to confirm recruitment plans. Quality assurance of recruitment processes. Supervise the preparation and coordination of all recruitment logistics and documentation, i.e. advertisement. Quality check shortlisting process and applications against policy. Ensure proper completion and filing of all recruitment and selection forms. Develop/review human resource policies and plan. Provide inputs on the development, review implementation and monitoring of HR policies, procedure manuals, strategies and plan. Provide effective interpretation of relevant legislation, policies, and directives. Render HR advisory and reporting services. Provide advice and guidance to management and staff on recruitment, selection and HR policy matters. Draft written responses to line functionaries on functional areas on the implementation of recruitment and selection processes and practices. Manage resources, risk and audit queries. Ensure the submission of verification documents for recommended candidates within three working days. Ensure

- compliance with requirements for qualification verification, security screening, and competency assessments. Promote a culture of accountability, service excellence, and continuous improvement and teamwork.
- ENQUIRIES** : Ms P Mathebula Tel No: (012) 395 9616
- POST 21/129** : **SENIOR HEALTH AND WELLNESS PRACTITIONER REF NO: NDOH 46/2026**
Directorate: Employment Relations and Workplace Support
- SALARY** : R413 001 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and an NQF 6 qualification with 360 credits in Social Work/Psychology. Current professional registration with the South African Council for Social Service. At least two (2) years' functional experience in Employee Health and Wellness environment. Knowledge of Employee Health Wellness programmes, DPSA EHW Strategic framework, health and behavioural risks in the workplace, programme implementation, monitoring and evaluation as well as counselling and trauma debriefing. Good communication (verbal and written), problem solving, planning and organizing, motivational, report writing, presentation and facilitation, negotiation and computer skills (MS Office package). Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.
- DUTIES** : Implementation of wellness management programme. Implementation of healthy lifestyles promotion (supporting sports codes, nutrition, fitness programme). Provide proactive information (financial wellness, resilience workshops and preparation for retirement). Marketing of EHW services. Coordinate and implement communicable and non-communicable programmes. Assist with chronic illness in the workplace (HIV/AIDS, TB, etc.). Implement education and awareness session on HIV, TB and STI. Assist with the facilitation of commemorating World AIDS Day. Implement health and productivity management programme. Provide support in the facilitation of Substance abuse awareness and Health awareness. Coordinate blood donation services and wellness clinics or health screening. Provide logistics support for any Health and Wellness events. Implementation of employee health and wellness policies and administration. Assist with the implementation of wellness and health and productivity management policy awareness. Organise courtesy policy awareness in all the departments.
- ENQUIRIES** : Mr MS Mahlatjie Tel No: (012) 395 8414
- POST 21/130** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 48/2026**
Directorate: MBOD
- SALARY** : R338 106 per annum, (plus competitive benefits)
CENTRE : Johannesburg
REQUIREMENTS : A Grade 12 certificate. National Diploma (NQF 6 qualification with 360 credits) in HRM will be an advantage. At least three (3) years' experience required in HR environment. Knowledge of departmental policies and procedures (HR related), Batho Pele principles, the Public Service Act and Public Service regulations as well as registry duties, practices and the ability to capture data, and operate computer. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.
- DUTIES** : Supervision of personnel. Monitoring that there are sufficient resources to effectively smooth operations and ordering supplies in the unit when necessary. Monitoring and assessing employee performance in accordance with the departmental PMDS system and tool. Evaluate the personnel and recommend capacity-enhancing initiatives where applicable and submit half yearly review timeously. Coordinate, administer, undertake the more complex implementation and maintenance of human resource administration practices. Provide general administrative support, enquiries, and efficient resource management. Coordinate the implementation conditions of service and service benefits (Leave, PILIR housing, Medical, Injury on duty, long service recognition, overtime, relocation termination of service, pension, allowances, etc). Coordinate performance management. Liaise with PMDS unit regarding

policies and procedures. Remind employees about the submission of PMDS agreements and reviews. Administer skills development, circulate training and development policies and procedures. Manage risk and audit queries. Ensure that all human resource processes and procedures are executed according to departmental policies and procedures on human resource management. Handle audit queries.

ENQUIRIES : M. D Leseayne Tel No: (012) 356 5640

POST 21/131 : **REGISTRY CLERK – SUPERVISOR REF NO: NDOH 47/2026**
Directorate: MBOD

SALARY : R338 106 per annum, (plus competitive benefits)
CENTRE : Johannesburg
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 qualification. Records management certificate or any related compensation legislation will be an advantage. At least three (3) years' experience in archiving. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in the registry as well as knowledge of ODMWA (Occupational Diseases in Mines and Works Act, Act 78 of 1973). Good communication (written and verbal), interpersonal, flexibility, job knowledge, language, planning and organization and computer (MS package) skills. Ability to work independently and with a team.

DUTIES : Supervision and provide registry counter services. Handle telephonic and other enquiries received, attend to clients, receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail, sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieving documents and files. Ensure and complete index cards for all files. Supervise the operation and operate machines in relation to the registry functions. Open and maintain franking machine, frank posts, record money and update register daily. Lock posts in the postbag for messenger to deliver to post office. Hand delivers and signs over remittances to finance. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor as well as keep records for archived documents.

ENQUIRIES : Ms D Leseayne Tel No: (011) 356 5640

POST 21/132 : **ADMINISTRATION CLERK PRODUCTION REF NO: NDOH 49/2026 (X2 POSTS)**
Directorate: CCOD

SALARY : R237 453 per annum, (plus competitive benefits)
CENTRE : Johannesburg
REQUIREMENTS : A Grade 12 certificate (NQF 4). Experience in office administration will be an advantage. Knowledge of administrative duties, practices, as well as the ability to operate a computer. Knowledge and understanding of Batho Pele principles. Knowledge of ODMWA (Occupational Diseases in Mines and Works Act, Act 78 of 1973) or any other related compensation legislation will be an added advantage. Knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), interpersonal relations, teamwork, planning, organization, and computer skills (MS Office package). Ability to work under pressure and in a team as well as ability to maintain a high level of confidentiality. A valid driver's license.

DUTIES : Provide general enquiries tasks in support of claims management. Attend to clients through the helpdesk. Handle telephonic and other enquiries received. Receive and upload documents on the claims management system. Render general clerical support for the claims management. Liaise with external stakeholders in relation to the claim's payment enquiries. Check if the information on e-Tracker and the Mine Workers Benefit system corresponds. Attend to the allocated work tasks. Ensure and monitor that all compensation applications meet the required status of the claim. Management of risk and

ENQUIRIES

audit. Ensure and monitor that all compensation applications meet the required standards. Prevent fraudulent applications as well as unnecessary query locks.
Ms. M Baholo Tel No: (011) 356 5663