

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** : 11 August 2026
- NOTE** : 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. 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. 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

- POST 26/70** : **DIRECTOR: DEVELOPMENT COOPERATION REF NO: NDOH 61/2026**
Chief Directorate: International Health and Development
- 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 International Relations Diplomacy / Social Sciences / Public Health and/or Health Sciences. NQF 8 qualification of the above will be an advantage. At least five (5) years' experience at middle/senior management level in international negotiations

and partnership management, resource mobilization and donor coordination. Knowledge of Public Service policies, regulations and procedures, international relations and foreign policy frameworks. Knowledge of global health diplomacy and international health systems as well as development cooperation and ODA management. Global health trends and multilateral systems. Good communication (verbal and written), strategic leadership and policy development, programme and project management, financial, change and knowledge management, service delivery innovation, people management and empowerment, high-level of negotiation and diplomacy, stakeholder engagement and partnership management and decision-making skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Provide strategic leadership and development cooperation. Develop and implement strategies to promote South Africa's international health development agenda. Establish and strengthen bilateral, trilateral and multilateral partnerships with international stakeholders. Manage and mobilise official development assistance (ODA) resource for health sector in South Africa. Lead the development of funding proposals, agreements, and partnership frameworks. Coordinate the implementation of donor-funded programme at national and provincial levels. Ensure effective, monitoring and reporting of donor funds in line with regulatory requirements. Coordinate, evaluate and monitor development cooperation framework and project. Ensure alignment and integration across national, provincial and regional health programmes. Compile strategic and operational reports for executive management and stakeholders. Manage resources and financial. Provide leadership, mentorship and performance management to staff. Ensure sound financial management and accountability of allocated budget. Develop and implement risk management plans within the directorate. Respond to audit findings and implement corrective measures. Strengthen governance systems and internal controls.

ENQUIRIES : Ms T Mnisi Tel No: (012) 395 8830

OTHER POSTS

POST 26/71 : **DEPUTY DIRECTOR: HEALTH PROMOTION REF NO: NDOH 62/2026**
Chief-Directorate: Health Promotion, Nutrition & Oral Health

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 : Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 undergraduate qualification in Health Sciences / Social Sciences / Health Promotion and/or Nursing qualification as recognized by SAQA. At least three (3) years' experience as an Assistant Director in health promotion / disease prevention / healthy lifestyle promotion / communicable diseases / non-communicable diseases / public health and/or related programmes. Knowledge of relevant Acts, regulations and policies within the Department of Health related to health promotion and disease prevention. Understanding of health promotion principles, behaviour change approaches and social, economic, environmental and commercial determinants of health. Knowledge of South Africa's health system structure and public health service delivery models. Understanding of interventions related to healthy eating, physical activity, tobacco control, reduction of harmful alcohol use, mental wellbeing promotion, communicable disease prevention and other public health priorities. Knowledge of public health programme planning, implementation, monitoring and evaluation systems, as well as policy, strategy, guideline and training material development and review processes. Principles of management and people management. Good technical and analytical thinking, communication (verbal and written), presentation, facilitation, organisational, planning, conflict resolution, project management and computer (MS package) skills. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Develop National guidelines, framework, strategies and tools for the implementation of HLS programme. Coordinate and provide technical guidance for the development and review of healthy lifestyle policies, norms and standards, strategies and guidelines. Facilitate alignment with WHO recommendations, national health priorities and relevant legislative

frameworks. Manage stakeholder consultation processes to validate technical documents and interventions. Provide technical support to provinces for implementation of healthy lifestyle interventions and programmes. Coordinate and support the development and dissemination of implementation tools, communication materials and training packages. Conduct support visits to monitor and evaluate implementation of healthy lifestyle programmes and compliance with national guidelines and standards. Coordinate implementation, monitoring and reporting of national healthy lifestyle interventions and programmes. Monitor programme performance, implementation progress and utilisation of resources to ensure achievement of programme targets. Identify implementation challenges, risks and gaps, and facilitate corrective actions and continuous programme improvement. Compile reports on programme performance and implementation outcomes to inform planning and decision making. Provide technical support to internal and external stakeholders for the implementation of HLS programme. Facilitate establishment and strengthening of intersectoral collaboration mechanisms to support implementation of healthy lifestyle interventions. Represent the department in relevant technical forums and committees. Manage resources and audit risks. Manage human and operational resources. Sign performance agreements of ASDs and PDPs as well as conduct mid-year and annual performance reviews. Respond to audit queries.

<u>ENQUIRIES</u>	:	Mr. N Mudzanani Tel No: (012) 395 8740
<u>POST 26/72</u>	:	<u>DEPUTY DIRECTOR: HEALTH INTERNATIONAL STRATEGIC PROGRAMME (HISP) REF NO: NDOH 56/2026</u> Chief-Directorate: Human Resources for Health Re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health / Social Sciences. A postgraduate NQF 8 in the same fields will be an advantage. At least three (3) years' experience at an Assistant Director or equivalent level in strategy and planning environment. Experience should include working with international organisations and or partners in the implementation of health programmes. Knowledge of the Public Service Legislation including but not limited to the Health Act. Knowledge and understanding of National Health Act and the South African Health System, as well as government planning and policy development practices/processes and methodologies. Research management including project and funding proposal writing. Knowledge of writing terms of preference and concept documents as well as data and information analysis. Good communication (verbal and written), analytical, project and research management, networking and stakeholder management, strategic and operational planning, advocacy and presentation, problem solving and decision making, financial management and computer (MS package) skills. Ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	:	Coordinate Human Resources Interventions and facilitate technical input on International Health programmes such as implementation of the SADC HRH Strategy, National Action Plan for Health Security (NAPHS) for compliance with International Health Regulations. Provide succinct briefings on key strategic issues in the health workforce area to inform International Health discussions and interventions. Develop and formulate substantive project proposals for building capacity in the HR for health sector. Development, monitoring and evaluation of implementation of the HRH (Human Resource for Health) strategy and plan at all levels of the health system. Identify, analyse and facilitate long-term modelling of the sector skill requirements, accounting for trends in regulations, technology, demographics, etc. to meet strategic sector and organizational objectives. Coordinate and support health workforce planning across provinces. Engage provinces on the National HRH Strategy in support of its implementation or development. Coordinate and facilitate meetings, workshops and presentations to stakeholders. Strengthen of HRH workforce planning capability at all levels of the health system. Facilitate the development of a locus of health workforce planning expertise and resources for the health system. Manage projects aimed at ensuring HRH readiness and availability for emergency preparedness. Oversee the implementation of the

		disaster/emergency HRH readiness plan including ensuring capability and mechanism for implementing business continuity measures. Management of the sub-directorate. Manage resources (financial and human) allocated to the sub-directorate, including undertaking financial and human resource planning. Prepare different types of reports, briefing documents, terms of reference etc. as and when required on the work of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. G Buthelezi Tel No: (012) 395 8706
<u>POST 26/73</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY HEALTH WORKERS REF NO: NDOH 57/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package). The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Directorate: Human Resource for Health, Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences as recognized by SAQA. A qualification in training or development will be an advantage. At least three (3) years' appropriate experience in primary health care as Assistant Director or equivalent level. Knowledge of primary health care and rural service management, community-health worker programme, training and development legal prescripts and health promotion strategies. Good communication (verbal and written) and information management, leadership and management, project management, problem solving and decision making, planning, organization, interpersonal, analytical, liaison and coordination, presentation and facilitation and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and ensure the development and implementation of a training programme for Community Health Workers. Assist in designing, implementing, and monitoring community health programs focused on improving public health outcomes. Develop policies, analyse and review existing Community Health Workers policies and guidelines in line with the primary health care reengineering model. Assist provinces with business and operational plans. Ensure that community health programs align with national health policies and strategies. Regularly assess the performance of community health workers, providing feedback and identifying areas for improvement. Manage the development and implementation of HRH policies and guidelines aimed at facilitating introduction of new health worker categories in the health system. Establish and maintain relationships with stakeholders, including establishing a system for managing information on training of community health workers. Monitoring and evaluation data on health programs under the sub-directorate, assessing their impact on the community and ensuring that goals and objectives are met.
<u>ENQUIRIES</u>	:	Ms G Buthelezi Tel No: (012) 395 8706
<u>POST 26/74</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 64/2026</u> Chief Directorate: Human Resources for Health
<u>SALARY</u>	:	R487 197 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) certificate and NQF 6 qualification in Management / Office Administration / Office Management/ Public Management / Public Administration / Business Management or Business Administration as recognized by SAQA. At least three (3) years' experience in office administration and financial management at supervisory level. Knowledge of the Public Service Regulations and Public Service Act. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), planning, organizing, interpersonal, problem solving and decision making, liaison and coordination, analytical, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department.

		Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate and National Human Resource Committee (NHRC). Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
<u>ENQUIRIES</u>	:	Ms. A Malahlela Tel No: (012) 395 8755
<u>POST 26/75</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION – NON COMMUNICABLE DISEASES REF NO: NDOH 58/2026</u> Chief-Directorate: Non-Communicable Diseases
<u>SALARY</u>	:	R487 197 per annum, plus competitive benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management / Administration. At least three (3) years' experience as a supervisor on (salary level 8) in Office Administration. Understanding the application of Government and Departmental policies, understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as strategic capability and leadership. Good communication (verbal and written), interpersonal, project management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to Strategic Planning unit. Manage the flow of documents. Ensure efficient flow of information between branch and the entire department and all documents are logged on according to the electronic document management system. Ensure that deadlines on submission are adhered to on Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.
<u>ENQUIRIES</u>	:	Ms C Mongale Tel No: (012) 395 8044
<u>POST 26/76</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 59/2026</u> Directorate: Head International Health Development
<u>SALARY</u>	:	R413 001 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) in Office Administration, Public Administration or Business Administration / Administration / Office Management, Public Management or Business Management. At least three (3) years' experience at supervisory level in the field of Administration. Knowledge of departmental procedures with regard to finances and budgeting. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public finance Management Act and Treasury Regulations, LOGIS and PERSAL systems. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package). Ability to work independently and with a team. A valid driver's license.
<u>DUTIES</u>	:	Control of documentation within the Directorate. Manages the mail register, receiving, registering and disseminating of documents to the relevant people. Ensure the processing of the telephone queries. Administer human resources management functions. Prepare submissions on vacant posts and appointment of staff. Arrange interview sessions. Maintain leave register and ensure that all leave taken is recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Cluster's budget. Compile expenditure reports. Assist in the allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. File all unit documents, ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions

		and accommodation and travel for official. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment. Liaising with travelling agencies for enquiries. Ensure and provide logistical support to the Directorate. Ensure adequate provision of stationery for the Chief Directorate's office. Coordinate the procurement of stationery and computer consumables.
<u>ENQUIRIES</u>	:	Ms K Britz Tel No: (012) 395 9681
<u>POST 26/77</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 60/2026</u> Chief-Directorate: HIV AIDS & STIs
<u>SALARY</u>	:	R413 001 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) in Management / Office Administration/Office Management/Public Management/Public Administration/ Business Management/Business Administration as recognized by SAQA. At least three (3) years' experience in the field of Administration. Knowledge of departmental procedures with regard to finances, budgeting and procurement. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public finance Management Act and Treasury Regulations and of LOGIS system and POPIA Act. Good communication (verbal and written), problem solving, analytical, planning, organizing, telephone etiquette, secretarial, basic financial and budget management, and computer skills (MS Office package). Ability to work independently and with a team. A valid driver's license.
<u>DUTIES</u>	:	Control of documentation within the Chief Directorate. Prepare Chief Directorate MANCO meetings. Manages the mail register, receiving, registering and disseminating of documents to the relevant people. Ensure the processing of the telephone queries. Administer human resources management functions. Prepare submissions on vacant posts and appointment of staff. Arrange interview sessions. Maintain leave register and ensure that all leave taken is recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Directorate's budget. Compile expenditure reports. Assist in the allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. File all unit documents, ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment. Liaising with travelling agencies for enquiries. Ensure and provide logistical support to the Directorate. Ensure adequate provision of stationery for the Chief Directorate's office. Coordinate the procurement of stationery and computer consumables.
<u>ENQUIRIES</u>	:	Ms G.C Shabangu Tel No: (012) 395 9157
<u>POST 26/78</u>	:	<u>PHYSICAL CONTROL SECURITY OFFICER REF NO: NDOH 65/2026</u> Directorate: Security Services.
<u>SALARY</u>	:	R413 001 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) qualification in Security Management/ Policing or Security Risk Management as recognized by SAQA. Grade A PSIRA certificates. At least three (3) years' experience in security services. Supervisory experience will be an advantage. Knowledge of Minimum Information Security Standard and other departmental policies/guidelines and procedural. Knowledge of Financial Management for Managers and departmental computerized ordering system (LOGIS and Doctrack System). Knowledge of general investigation functions and security policy. Knowledge of contingency plan with regards to emergency. Knowledge of Occupational Health and Safety Act 85 of 1993, Criminal Procedure Act and government legislation. Good communication (verbal and written), planning, organization, decision making, people management, investigation, presentation, interpersonal relations, conflict management and computer skills (MS Office package). Ability to work independently and under pressure, as well as in a team. A valid driver's license.

<u>DUTIES</u>	:	Conduct preliminary investigation before registering a file/case docket. Gather, verify, and coordinate information and documentation required for security investigations. Coordinate and liaise with internal and external stakeholders. Liaise with internal stakeholders on criminal cases, security breaches, losses, fraud, corruption, and misconduct within the Department. Coordinate and monitor operational and physical security. Maintain and safeguard confidential security files, reports, and case dockets in accordance with approved security protocols. Supervise the implementation of key control measures and ensure compliance with departmental key control procedures. Manage resources and audit queries. Creating of security registers for operational and physical security for access control measures. Administration of human resources matters and other tasks assigned by supervisor. Coordinate leave management processes and maintain leave plans for security personnel.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746
<u>POST 26/79</u>	:	<u>SECRETARY REF NO: NDOH 63/2026</u> Directorate: Human Resources Information System
<u>SALARY</u>	:	R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 (NQF 4) with typing as a subject or any other training course/qualification that will enable the person to perform the work satisfactorily. NQF 5 in Office Management/Administration / Management Assistant and/or Secretarial Diploma will be an advantage. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone etiquette, computer literacy, organisational and planning, basic financial administration, high level of reliability and good communication (written and verbal) skills.
<u>DUTIES</u>	:	Provides a secretarial/ receptionist support service manager: Receives telephones calls and refers calls to the correct role players if not meant for the relevant manager. Provides a clerical support service to manager. Liaise with travel agencies to make travel arrangements and checks arrangements when the relevant documents are received. Remains up to date with regard to prescripts/ policies and procedures applicable to his/ her work terrain. Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr V Khanyile Tel No: (012) 395 8705
<u>POST 26/80</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 66/2026</u>
<u>SALARY</u>	:	R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Directorate: Supply chain Management. Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Supply Chain Management/Logistics or Finance will be an advantage. Experience of at least one (1) year in working with payment of invoices will be an added advantage. Knowledge of governments supplier payment processes. Good communication (verbal and written) and computer skills (MS Office package). Able to work under pressure.
<u>DUTIES</u>	:	Preparation of documents for payment and loading them on ITS. Receive invoices from the Supervisor, date stamp date received, verify correctness and validity then load on ITS. Printing of approved invoices from ITS and ensuring that the invoices are captured on LOGIS. Immediately respond to any notifications that Line Functionaries confirmed delivery of goods or services relating to payments allocated. Capture payments on LOGIS. Verify the correctness of invoices approved against approvals and orders as well as bank details. Handle payment enquiries. Provide timely feedback to suppliers and or officials relating to the status of payments.
<u>ENQUIRIES</u>	:	Ms J Jekwa Tel No: (012) 395 9332