

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** : 14 October 2024
- 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). 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 35/27** : **DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: NDOH 44/2024**
Cluster: Human Resources Management and Development
- SALARY** : R1 216 824 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** : An appropriate NQF 7 qualification in Human Resource Management as recognised by SAQA. At least five (5) years' experience at a middle management level in Human Resources, PERSAL system or relevant HR Personnel System as well as employee conditions of service. Knowledge and understanding of the legislative framework relating to HR, remuneration and benefits, Public Finance Management Act (PFMA), Treasury Regulations, Budgeting and Financial Management. Knowledge of White paper on Transformation of the Public Service Act, Public Service Regulation, and Basic Condition of Employment Act as well as Batho Pele Principles. Good problem solving and decision making, strategic planning, leadership, project management, people and change management, communication (verbal and written), organisation, policy development and implementation, financial management, sound analytical, research, planning and presentation, interpersonal. Good coordination and stakeholder liaison, human resource and performance management and learning development skills. Ability to

work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.

- DUTIES** : Effectively manage the development, alignment of the organisational structure, establishment and job evaluation function. Ensure that the department has an approved organisational structure. Manage and oversee the administration of the PERSAL system regarding staff establishment. Manage effective and efficient recruitment, selection, appointment, and HR policy planning. Ensure the provision of human resource practice and compliance with regulatory framework in respect of management of service benefits and conditions. Manage leave, long service recognition, retirement, and PILLIR. Manage the processing of transactions on service benefits and conditions as well service termination and service benefits. Manage directorate personnel, finance and audit queries. Develop the operational plan of the directorate. Ensure quarterly / annual performance review plans. Allocate resources and ensure the development of employees.
- ENQUIRIES** : Ms Q Gambu Tel No: (012) 395-8413

OTHER POST

- POST 35/28** : **DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES (GRADE 1) REF NO: NDOH 43/2024**
Directorate: Chronic Diseases, Disabilities and Geriatrics

- SALARY** : R990 945 per annum, (an all-inclusive remuneration package), (OSD), [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF 7 qualification in Occupational Therapy/Physiotherapy/ Speech Therapy/ Audiology/ Medical Orthotics/ Prosthetics and registration with HPCSA. At least three (3) years' experience at the level of Assistant Director or equivalent level within health sciences environment. Knowledge of the Constitution of the Republic of South Africa 1996, Public Service Act 1994, National Health Act 61 of 2003, Mental Health Act 17 of 2002 and Equity Act 4 of 2000. Knowledge of the White Paper on the Rights of Persons with Disabilities. Knowledge of Framework and Strategy for Disability and Rehabilitation in SA and UN Convention on the Rights of Persons with Disabilities (UNCRPD). Good communication (verbal and written), analytical, presentation, problem-solving, decision-making, conflict management, project management, and computer skills (MS Office package). A valid Driver's license.

- DUTIES** : Develop and update policies, strategies, guidelines, protocols relating to the promotion, prevention and treatment with regards to the care of older persons, eye health, disabilities and rehabilitation and support their implementation. Collaborate with key stakeholders on the services of older persons, eye health, disabilities and rehabilitation to promote inclusive policies and practices and combat all forms of discrimination. Facilitate the monitoring and evaluation of programmes pertaining to older persons, eye health, disabilities and rehabilitation at all levels of service delivery. Conduct monitoring and evaluation visits to provinces, districts, health care facilities and community-based health programmes. Facilitate increased access to health services pertaining to older persons, eye health, disabilities and rehabilitation. Assist in creating awareness about these programmes amongst health workers and the public. Contribute to improved quality of these services through the use of technology and innovative solutions and through promoting research. Strengthen all services pertaining to the mentioned programmes in the public sector. Provide supervision to relevant Assistant Directors, perform administrative and planning tasks within the directorate.

- ENQUIRIES** : Dr Busisiwe A Ndlovu Tel No: (012) 395 8114