

## 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 September 2023
- NOTE** : 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.

## OTHER POSTS

- POST 30/40** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: NDOH 46/2023**  
Directorate: Environmental Health
- SALARY** : R946 461 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 National Diploma (NQF 6) in Environmental Health. A Degree (NQF 7) in Environmental Health will be an advantage. Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner and in good standing. At least three years' experience in Environmental Health in a local, provincial, or national sphere government as Assistant Director. Knowledge on development of health information system and experience in implementation processes. Knowledge and experience on monitoring and evaluation of relevant systems, indicators and services and report writing. Knowledge of related legislation applicable to environmental and port health services. Good communication (verbal and written), analytical, project management, research, presentation, and computer skills (MS Office packages). A valid driver's license.
- DUTIES** : Identify Environmental Health (EH) priority diseases and establish an environmental health surveillance programme. Coordinate and support provinces and municipalities in environmental health surveillance matters. Develop and manage an Environmental Health Information System (EHIS). Ensure engagements and coordination with various sub-programs within the Cluster on information related matters. Monitor data collection, reporting, and analyse health reported data. Monitor environmental health indicator data set reporting in the District Health Information Systems (DHIS). Monitor and provide support to provinces and municipalities on environmental health surveillance and information management issues. Conduct the necessary capacity building to provinces and municipalities on environmental health

		information systems. Manage and supervise staff and resources. Develop and monitor work plans and performance for the sub-programme.
<b><u>ENQUIRIES</u></b>	:	Ms APR Cele Tel No: (012) 395 8522/21
<b><u>POST 30/41</u></b>	:	<b><u>DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES GRADE 1 (EPIDEMIOLOGY AND SURVEILLANCE) REF NO: NDOH 49/2023</u></b> Directorate: Epidemiology and Surveillance
<b><u>SALARY</u></b>	:	R946 461 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A National Diploma (NQF 6) in Biological Sciences or Public Health and registration with HPCSA in the relevant profession. A Bachelor's Degree in Epidemiology (NQF 7) qualification will be an advantage. At least three (3) years' experience after registration with HPCSA in epidemiology and/or public health. Knowledge of epidemiology and research principles, diagnosis, and treatment of emerging and infectious diseases. Understanding of the epidemiology and surveillance of communicable and non-communicable diseases as well as experience and skills in epidemiology and research methods. Knowledge and experience in monitoring and evaluation of activities as well as development of policy guidelines. Good communication (verbal and written), presentation, leadership, training, report writing, co-ordination, project management, planning, organization, 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.
<b><u>DUTIES</u></b>	:	Strengthen the implementation of regulations relating to the surveillance and control of notifiable medical conditions (National Health Act, 2004 No 61 of 2003). Coordinate drafting and inputs on regulations relating to the surveillance and control of notifiable conditions. Strengthen epidemic preparedness and response in line with adapted International Health Regulators. Assist in establishing a functional mechanism for the coordination and integration of relevant sectors in the implementation of surveillance. Implement effective surveillance systems, policies, and guidelines to support the implementation of the Integrated Disease Surveillance and Response (IDSR). Manage risks associated with the implementation of KRAs. Develop surveillance information systems, conduct research, and produce monitoring reports for disease outbreaks and implementation of IDSR.
<b><u>ENQUIRIES</u></b>	:	Ms T Zondi Tel No: (012) 395 8411
<b><u>POST 30/42</u></b>	:	<b><u>DEPUTY DIRECTOR: HOSPITAL MANAGEMENT REF NO: NDOH 47/2023</u></b> Directorate: Hospital Management
<b><u>SALARY</u></b>	:	R811 560 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
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A National Diploma (NQF 6) in Health Science/Hospital Management/Health Services. A Bachelor's Degree (NQF 7) will be an advantage. Five (5) years' experience in health services and hospital management and quality improvement. Knowledge and experience in policy development and analysis. Knowledge of the National Health Act and other relevant legislation and prescripts. Knowledge of General Healthcare Management and Healthcare Systems, Public Policy and Frameworks, Human Resources Policies and Application and Corporate Governance. Knowledge of PFMA, DORA, Treasury Regulations and Health and Project Management Information Systems. Good communication (verbal and written), planning, organizing, problem solving, decision making, project management, team leadership, people management, facilitation, change management, interpersonal relationship, and computer skills (MS Office package). A valid driver's license.
<b><u>DUTIES</u></b>	:	Development and implementation of policy and provision of support for Provinces and Hospitals. Conduct stakeholder analysis to determine key stakeholders to participate in the process for the review of the regulation relating to the classification of Hospital. Development and implementation of organizational management and development guidelines. Strengthen and support decentralization of hospital management. Develop and monitor the Hospitals Improvement Plan and establish the hospital information systems.

		Develop a performance management system that will assist in monitoring and evaluation of hospital efficiency across the country. Review management training and development initiatives for hospitals and assist in the redefining of such programmes. Manage risk and audit queries.
<b><u>ENQUIRIES</u></b>	:	Dr R Ncha Tel No: (012) 395 8257
<b><u>POST 30/43</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMINISTRATION (CLAIMS) REF NO: NDOH 48 /2023</u></b> Directorate: CCOD
<b><u>SALARY</u></b>	:	R811 560 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
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg Bachelor's Degree (NQF 6) / National Diploma (NQF 6) in Financial Management or Accounting. A Bachelor's Degree (NQF 7) will be an advantage. At least five (5) years' experience as an assistant manager in financial management / fund management and/or claims management. Knowledge and understanding of the application of government and departmental policies. Sound understanding of financial policies as guided by treasury regulations. Good strategic capabilities and leadership, communication (written and verbal), computer literacy, coordination, and project management skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.
<b><u>DUTIES</u></b>	:	Management and supervision of claims section to ensure an effective service. General supervision of employees, Allocation of duties and performing quality control on the work delivered by supervisors. Advice and lead supervisors regarding all aspects of the work. Project management: support on the outreach and support projects set by the commissioner including supporting occupational health centres. Provide awareness, training and support to examine workers and mini workers on compensation and ODMWA. Preparation of audit and response to all findings, report on actuarial valuation of the fund and preparation of annual reports. Ensure procurement of the vendor on actuarial valuation. Performance monitoring and reporting. Prepare and present monthly and quarterly reports to the National Department of Health, Department of Monitoring and Evaluation and Legislated Committees. Provide support to the Directorate with transversal services including technical and administrative functions. Manage the budget and procurement administration process. Management of risk. Ensure the safety and confidentiality of the information and documents as well verify all the in and out correspondence and documents in the office of the Commissioner. Ensure and verify claims documents for the rightful beneficiary and avoid double payments.
<b><u>ENQUIRIES</u></b>	:	Ms Thembisa Mama Tel No: (011) 356-5602
<b><u>POST 30/44</u></b>	:	<b><u>ASSISTANT DIRECTOR: NUTRITION GRADE 1 REF NO: NDOH 51/2023 (X2 POSTS)</u></b> Directorate: Nutrition
<b><u>SALARY</u></b>	:	R578 367 per annum, as per OSD
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A four-year Bachelor's Degree (NQF 7) in Dietetics or Nutrition. A certificate in Communication will be an advantage. Current registration with the Health Professions Council of South Africa (HPCSA). At least five (5) years' appropriate experience after registration with the HPCSA as a Dietitian or Nutritionist of which three (3) years must be at supervisory level. Knowledge of principles of a human rights framework, health system and supporting structures in South Africa. Knowledge of relevant Acts, regulations, policies, strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes. Knowledge of the science of nutrition, social determinants and commercial determinants of health and its impact on nutrition and health outcomes. Knowledge of research methodologies for data collection, analysis and presentation, use of current evidence-based nutrition for improving nutrition outcomes, policy, strategies, guideline and training manual development and review process and the principles of effective monitoring and evaluation. Good communication (verbal and written), analytical thinking, facilitation, teamwork and teambuilding, flexibility and adaptability, networking and collaboration, negotiation, advocacy, problem

- solving, initiative and creativity, time management and computer skills (MS Office package).
- DUTIES** : Support the implementation of food and nutrition security interventions to address hunger, food insecurity and malnutrition in vulnerable populations. Implement the South African Food-Based Dietary Guidelines (SAFBDG) to promote good health and prevent chronic diseases. Establish nutrition research and surveillance system to inform evidence-based policies and interventions for improving population health and nutrition outcomes. Prevention and management of obesity in the South African population. Implement Nutrition Information, Education, Communication and Advocacy (NIECA) initiatives. Coordinate food fortification programme for addressing micronutrient deficiencies. Conduct capacity building and training initiatives to ensure the successful implementation and long-term sustainability of nutrition intervention/programmes. Collaborate with and provide technical support to relevant internal and external stakeholders.
- ENQUIRIES** : Ms Rebone Ntsie Tel No: (012) 395 9118
- POST 30/45** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 50/2023**  
Directorate: MBOD
- SALARY** : R424 104 per annum, (plus competitive benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A Grade 12 (Matric). A Bachelor's Degree (NQF 6) / National Diploma (NQF 6) Office Administration / Office Management / Business Management/Administration and/or Public Administration/Management. A post-graduate qualification in the above will be an advantage. At least three (3) years' relevant experience as a Senior Administrative Officer or equivalent level. Knowledge of departmental government policies and procedures, Batho Pele principles, and PFMA and other financial management and associated scripts. Knowledge and experience in general administration, human resource management, and performance management. Good general, project, and conflict management, communication (written and verbal), computer literacy, leadership, innovative and problem-solving skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.
- DUTIES** : Manage and administer benefit medical examination process of active and examine employees. Supervision of registry, verification, and processing of benefit medical examination claims. Ensuring that benefit medical examination claims are sent for assessment. Support the office with transversal services and technical support administration functions. Ensure the provision of administration support services. Coordinate and assist in interacting with the supply chain management, asset management, infrastructure, transport, information technology, finance, and support services units. Control of documentations and manage risk and audit queries. Ensure that applications are correctly submitted to the database to avoid fraudulent applications. Monitor applications and report duplications. Manage and ensures effective personnel management for the section. Monitor that there are sufficient resources to effectively smooth operations and ordering of supplies in the unit when necessary.
- ENQUIRIES** : Ms D Leseayne Tel No: (011) 356 – 5669  
**NOTE** : Preference will be given to Coloured, Indian and white communities.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 11 September 2023

**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 30/46** : **DEPUTY DIRECTOR: PROJECT MANAGER: ICT PROGRAMME AND PROJECT MANAGEMENT (INFRASTRUCTURE) REF NO: 23/94/ICT**

**SALARY** : R811 560 – R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience at management (Assistant Director) level in ICT Project Management focusing on infrastructure; Knowledge and understanding of ICT project management and monitoring framework, government systems and processes; Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations; Knowledge of ICT Strategic Planning, ICT Business Value Metrics, Information and System Management, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies) with SCRUM processes, PMBOK and Prince 2. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Managing interpersonal conflict and resolving problems; Planning and organising; Problem solving and decision making; Team leadership.

**DUTIES** : Key Performance Areas: Manage the overall initiation, planning, execution, monitoring, controlling and closing of ICT infrastructure projects; Manage the development and implementation of project management strategies and plans for ICT infrastructure projects; Manage the administrative support for ICT infrastructure projects and attend to all related project governance issues; Manage the Service Level Agreement (SLA) of service providers and monitor performance; Prepare progress reports for ICT infrastructure projects to all stakeholders, Manage the human, finance and other resources in the directorate.

**ENQUIRIES** : Ms. R Sema Tel No: (012) 315 1333

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address:

Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 30/47** : **ASSISTANT DIRECTOR: PROJECT COORDINATOR: ICT PROGRAMME AND PROJECT MANAGEMENT BUSINESS APPLICATIONS: REF NO: 23/96/ICT**

**SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An undergraduate qualification (NQF level 6) as recognized by SAQA in Information and Communication Technology; A minimum of 3 years experience as a Specialist in ICT Project Management; Knowledge and understanding of Project Management Framework, ICT Business Value Metrics, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies), PMBOK and Prince 2 Project Management Methodologies, MS Project/EPM Tool; Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations, and Government financial systems and processes. Skills and Competencies: Applied strategic thinking; Communication and information management; Continuous improvement; Developing others; Diversity management; Interpersonal relations and conflict resolution; Planning and organising; Problem solving and decision making; Team leadership.

**DUTIES** : Key Performance Areas: Undertake the planning, execution, monitoring and controlling of ICT Business Applications and Infrastructure projects; Monitor, evaluate and report on budgets as project progresses; Manage administrative support to projects; Facilitate project related activities; Provide effective people management.

**ENQUIRIES APPLICATIONS** : Mr. M Mokoena Tel No: (012) 744 2026  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 30/48** : **LEGAL ADMINISTRATION OFFICER - (MR1) (FAMILY AND CIVIL SECTION) REF NO: 23/VA60/NW**

**SALARY** : R228 915 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Provincial Office – Mahikeng  
: An LLB Degree or 4 year recognized legal qualification; A valid driver's license; Knowledge of South African Legal System, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute resolution; Project management; Strategic capability and leadership skills; Conflict and knowledge management; Reliability; Excellent Communication (written and verbal); Computer literacy; Compliance management.

**DUTIES** : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, Director Public Prosecution, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and Appraisers; Determine Legal Liability, recover loss and damage to State property and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

**ENQUIRIES APPLICATIONS** : Ms L Shoai Tel No: (018) 397 7088  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.