

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. 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 post. 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.
- POST** : **ASSISTANT DIRECTOR: DATABASE ADMINISTRATOR (REF NO: NDOH 175/2015)**
- SALARY** : R361 659 per annum (plus competitive benefits).
- CENTRE** : Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation. Directorate: Operations and Administration. Pretoria
- REQUIREMENTS** : *A Bachelor's degree/National diploma/equivalent NQF 6 qualification in Information Technology/Computer Science *At least three (3) years experience in IT database administration, operating systems, information management and technology, and computer programmes *Good communication (written and verbal),interpersonal, organizational and computer (MS Word,

MS Excel, MS Access, Internet) skills *Able to work independently and efficiently *Application of Batho-Pele principles *A valid driver's licence.

DUTIES : *Database administration and maintenance *Perform backups of databases *Ensure security on the database by creating username and passwords on Active Directory Server *Diagnose the errors and find solutions to the problems on the database *Manage settings and configurations of applications software *Install and setup application software of Medicine Control Council (MCC) personal computers *Ensure that all computers have been configured so that EDMS (Electronic Document Management System) can function *Provide IT first line support and liaison with the end-users on the system *Manage and maintain servers *Create users account *Reset password and enable user account on Active Directory Server *Map the network folders in order for users to access the systems (Poslog, Clinical Trials and Section 21 Database) *Co-ordinate all IT related activities such as procurement or IT assets register within Operations and Administration directorate and the cluster *Keeping record of all Cluster IT Assets *Maintain and update MCC website *Update and upload information to website using content management system.

ENQUIRIES : Mrs E Taute tel at (012) 395 – 8034

CLOSING DATE : 18 January 2016