

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** : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATOR (OPS & ADMIN)(REF NO: NDOH 176/2015)**
- SALARY** : An all inclusive remuneration package of R674 979 per annum [basic salary consists of 70 % or 76 % of total package, the State's contribution to the Government Employee's Pension Fund (13 % of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
- CENTRE** : Chief Directorate: Food Control, Pharmaceutical and Trade Product Regulation. Directorate: Operations and Administration. Pretoria.

REQUIREMENTS : *A three year Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Computer Science or Information Technology and Microsoft MCSE certificate *At least five (5) years experience in IT related field of which three (3) years should be at junior management or supervisory capacity *Knowledge and experience of Windchill will be a definite advantage *Broad knowledge of different IT systems, networks and administration *Knowledge of Server and Desktop Operating Systems, Computer viruses Security and approved programming languages *Good communication (written and verbal), Microsoft office package, analytical, problem solving, project management and organisational skills *Ability to work independently and efficiently *Application of Batho-Pele principles *A valid driver's licence.

DUTIES : *Develop and maintain application requirements and users needs *Draw up design specifications as basis for functional and technical specifications *Design database specifications and system specifications *Modularize the application *Develop and code prototype of the application *Test, deploy, train and support *Identify/solve system and application problems *Liaise with staff when reporting queries and problems related to the Medicine Regulatory Affairs (MRA) network and relevant application *Assist the user as needed or develop a plan of action to fix more complex issues *Identify, compile and maintain Standard Operating Procedures (SOP) *Identify what procedures need to be implemented to govern/assist management of MRA IT systems *Check the IT Master Plan for application of SOP's and submit to Director for approval *Implement new procedures and update MRA SOP master documents and indexes *Liaise with the external service provider/s contracted by the department regarding information technology services.

ENQUIRIES : Mrs E Taute at tel no (012) 395 8034

CLOSING DATE : 18 January 2016