

## 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, 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: NGO COORDINATION (REF NO: NDOH 7/2016)**
- SALARY** : R674 979 per annum (All inclusive)
- CENTRE** : Chief Directorate: HIV AND AIDS.  
Directorate: HIV/AIDS Conditional Grants, Pretoria
- REQUIREMENTS** : \*A Bachelors Degree/National Diploma/ or equivalent NQF 6 qualification in Health Science \*At least five (5) years experience in coordination of Health Programmes at District and National level \*Knowledge of HIV/AIDS and TB working environment will be an added advantage \*Knowledge of the implementation of community development process, application of Public Finance Management Act (PFMA) and Treasury Regulations \*Good computer skills (Ms Word, Ms Excel and Ms PowerPoint), communication (written and

verbal), leadership, monitoring, evaluation and development of NGO programmes/project management skills \*A valid driver's license.

**DUTIES** : \*Facilitate the development and implementation of the unit's operational plan \*Strengthening of the monitoring components of NGO coordination Programme \*Facilitation of compliance to and application of pertinent legal prescripts to the grant making process: PFMA, Treasury Regulation and Non-Profit Organisation Act (NPO)\*Human Resources management including provision of staff development opportunities for the team \*Collaboration with stakeholders for enhancement of the unit's programme.

**ENQUIRIES** : Mr PN Khoza at no (012) 395 – 9158

**CLOSING DATE** : 22 February 2016