

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designed 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** : All short-listed candidates for SMS posts 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, 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 tools. 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 Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license. 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 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.

- POST** : **DIRECTOR: MEDICINES EVALUATION AND RESEARCH REF NO: NDOH 11/2016**
- SALARY** : An all inclusive remuneration package of R864 177 per annum [basic salary 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 guidelines of the Senior Management Service.
- CENTRE** : Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation. Directorate: Medicines Evaluation and Research. Pretoria.
- REQUIREMENTS** : *A four-year Bachelor's degree in Medical or Natural Science, including registration with the relevant Council *A post-graduate degree in Pharmacology, Pharmaceutical Chemistry, Clinical Pharmacology and/or Clinical Pharmacy will serve as a recommendation *At least ten (10) years working experience of which five (5) years must have been on MMS level (or equivalent) *Experience should include the analysis of technical evaluation data submitted for registration of medicines as well as the application of the Medicines and Related Substance Act, 1965 (Act 101 of 1965) *Sound knowledge of medicine registration with respect to safety, quality and efficacy of medicines *Familiarity with ICH and WHO technical guidelines is recommended *Knowledge and application of the Medicines and Related Substance Act, 1965 (Act 101 of 1965) and its Regulations *Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Public Service Regulations, the Labour Relations Act, 1995 (Act 66 of 1995) and the Employment Equity Act, 1998 (Act 55 of 1998) *Good general management, budgeting, human resource, labour relations and financial management skills *Good planning, organizational, presentation and computer skills *Excellent communication (written and verbal) and interpersonal skills *Must be willing and able to travel and work irregular hours *A valid driver's license.
- DUTIES** : *Develop and co-ordinate systems for management of all operations of the Directorate *Supervise the assessment and evaluation of applications for the registration of medicines (new chemical entities, multisource and biological) *Develop and administer training programmes for the staff of the Directorate *Conduct performance management assessments for all staff of the Directorate *Draft policy documents and maintenance of policies as well as ensure compliance by applicant's *Develop Standard Operating Procedures (SOP's), regulations and guidelines for the registration of medicines and their updates *Consult with representatives from the industry to

advise on administrative and technical issues *Supervise and prepare documentation/submissions to the Pharmaceutical and Analytical Committee and to Council for notification/discussion/recommendation *Attend and participate in Pharmaceutical and Analytical Committee meetings and provide administrative and technical support *Allocate and delegate functions to staff of the Directorate *Prepare monthly, quarterly and annual reports for the work done in the Directorate *General management, financial management, budgeting and human resources management *Perform such other functions as the Chief Director may duly allocate or delegate from time to time.

ENQUIRIES : Dr Joey Gouws at tel. (012) 395 8066/8003.

CLOSING DATE : 14 March 2016

MEDIA : NDOH WEBSITE PSVC MCC