

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. The certification must be within three (3) months. 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: DATA MANAGEMENT AND PROVINCIAL SUPPORT**
(CONTRACT ENDING ON 31 March 2019) (CDC)
(REF NO: 45/2016)
- SALARY** : An all inclusive remuneration package of R726 276 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: TB Control and Management.
Directorate: Research, Information, Monitoring, Evaluation and Surveillance (RIMES). Pretoria.

REQUIREMENTS : *A three year Bachelor's degree/National Diploma or equivalent NQF 6 certificate in Public Health/Social Sciences
*At least 3 years experience in conducting and facilitating training, information management, monitoring, evaluation and surveillance at a junior management or supervisory level
*Application and experience of Public Health issues especially TB and HIV including relevant policies and legislation governing public service *Good analytical, data management, report writing, project management, communication (written and verbal) and computer (Ms Excel, Ms Word and Ms Powerpoint) skills *A valid driver's licence.

DUTIES : *Manage and maintain TB database and information, and align the database with Provinces and Districts *develop and update Standard Operating Procedures (SOPs), perform quality checks on submitted data and reports *Monitor, report and conduct impact assessments *Coordinate the dissemination of reports to various internal and external key stakeholders
*Coordinate training for Provincial and District personnel
*Conduct supervision field visits and provide support to Provinces *Perform data audits at facility and sub-district levels
*Manage risk and audit queries within the area of work.

ENQUIRIES : Ms A Mukansi / T Thithavhane at tel no 012 395 8813
012 395 8913

CLOSING DATE : 13 June 2016