

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: 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 licence. (certificates should not be older than three 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 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: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT

REF NO: NDOH 47 /2016

SALARY : R389 145 per annum (plus competitive benefits).

CENTRE: Chief Directorate: Human Resources Management and Development. Directorate: Performance Management and, Corporate Human Resources Development, Pretoria

REQUIREMENTS: A three year Bachelor's Degree/National diploma or equivalent NQF 6 qualification in Human Resources Management or equivalent relevant qualification , At least three (3) years experience in Human Resources and Performance Management and Development System (PMDS) on the level of Senior Human Resources Practitioner or equivalent level , Broad knowledge of Public Finance Management Act (PFMA) and Treasury Regulations , Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of legislative framework governing the Public Service , Coordination and knowledge of policy development and analysis , Good communication (verbal and written), problem solving, supervisory, planning, organising and computer skills (MS Office package) , Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines and willingness to travel extensively , A valid driver's licence.

DUTIES: Develop a system for monitoring and evaluation of Performance Management and Development System (PMDS) , Manage the Department's performance with regard to monitoring and evaluation of Performance Management , Develop and manage database pertaining to employee performance management and development as well as probation , Ensure effective management of PMDS and probationary information, risks and audit enquiries , Develop partnerships and network with relevant stakeholders , Attend meetings with various structures regarding PMDS issues , Monitor the administration of performance rewards, penalties and expenditure , Provide expert advisory and administrative support to Line Managers pertaining to PMDS matters , Manage sub-ordinates , Evaluate and monitor performance and appraisal of employees.

ENQUIRIES: Mr S Mosupi (012) 395 9464/8200

CLOSING DATE: 20 June 2016