

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** : **SENIOR TRAINING OFFICER**
(Reference number NDOH 119/2016)
- SALARY** : R262 272 per annum
- CENTRE** : Chief Directorate: Human Resource Management and Development. Directorate: Performance Management and Corporate HRD, Pretoria.
- REQUIREMENTS** : *An appropriate B-Degree, National Diploma or equivalent qualification on NQF level 6 in Human Resource Development/Management of Training
*Minimum of 2 years experience as a Training Officer at

salary level 7 *Experience in Human Resource Development and Training, Knowledge and exceptional understanding of HR Regulatory Framework including PSCBC Resolutions, Public Service Act, Public Service Regulations as well as Knowledge of relevant HRD prescripts, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Health Acts and related regulations, planning, analytic, time management, computer literacy, PERSAL, LOGIS, excellent written and verbal communication and presentation skills, supervisory skills, Ability to work independently and under pressure. Understanding of policy analysis and development processes. ETDP and CIP accredited certificates will be an added advantage. Willingness to perform additional tasks as and when circumstances so require. *Willingness to travel *Valid driver's licence.

DUTIES : *Ensure the compliance of training programmes with relevant legislation *Build sound and sustainable training climate within the department *Coordination and facilitation of in-house training programmes* Implement the WSP. Coordination and Facilitation of the Compulsory Induction Programme (CIP) and the Departmental Orientation programme* Present needs directed training*Administration of the Internship, Learnerships, and Apprenticeship programmes* Administer the Adult Education and Training (AET) programme *Administer the departmental study assistance programme including scholarships and fellowships programmes* Administer the study assistance and short course contracts*Administer the recovery of study debt from defaulting study assistance/short course contract holders*Supervising of subordinates. Compile and submit monthly, quarterly and annual reports.

ENQUIRIES : Mr A Masilo on tel no: 012 395-8669

CLOSING DATE : 14 November 2016