

## 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. The certification must be within 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** : **ASSISTANT DIRECTOR: HEALTH WORKFORCE POLICY AND PLANNING (REF NO: NDOH 62/2016)**
- SALARY** : R389 145 per annum
- CENTRE** : Chief Directorate: Human Resource for Health,  
Directorate: Health Workforce Policy and Planning, Pretoria.
- REQUIREMENTS** : \*A Bachelors Degree/National Diploma or equivalent NQF 6 qualification in Health Sciences or related qualification \*At least three (3) years experience in manpower planning at a supervisory or team leader level \*Experience in project management \*Experience in drafting policy, guideline documents, reports and other related publications \*Knowledge and thorough understanding of the health system and organization thereof, \*Human resource information management and analysis and ability to organize, retrieve information from, and manipulate large datasets \*Research

skills would be an added advantage \*Advanced computer skills (Ms Word, Ms Excel and Ms PowerPoint) \*Good communication (written and verbal), interpersonal, planning

and co-ordination skills \*Ability to work in a highly pressured environment. A valid driver's licence.

**DUTIES** : \*Strengthen health workforce planning for the public sector  
\*Provide technical support to provinces \*Support the application of the WISN tool within public sector facilities \*Facilitate training on WISN concept and methodology at a provincial level and for relevant stakeholders \*Facilitate development and implementation of human resources for health staffing norms and standards for the public sector  
\*Support initiatives aimed at strengthening human resource for health information management, develop various types of reports for the public sector \*Management of risk and audit queries

**ENQUIRIES** : Ms NM Ravhengani (012) 395 – 8732

**CLOSING DATE** : 18 July 2016