

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. (certification 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 : **DIRECTOR: HUMAN RESOURCES ADMINISTRATION**
REF.NO. NDOH 135/2016

Chief Directorate: Human Resources Management and Development. Directorate: Human Resources Administration

SALARY : An all inclusive remuneration package of R898 743 per annum [basic salary consists of 70% 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 Senior Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : *A Bachelor's Degree or equivalent NQF level 7 qualification in Human Resources, Organisational/Industrial Psychology or Labour Relations
*Minimum of five (5) years experience in a Human Resource Management or related environment at the level of middle manager *Extensive understanding of and experience in Human Resource Administration
*Extensive experience of employees conditions of service
*An understanding of the Public Finance Management Act, 1999 (PFMA), Labour Relations Act, 1995 (LRA), White Paper on Transformation of the Public Service Act, Public Service Regulations and Basic Conditions of Employment Act *Knowledge of Job Evaluation and Organisational Development principles and procedures
*Knowledge of organisational structuring and design, business processes, mapping, modelling, re-engineering and change management *Dynamic and seasoned professional with innovative and creative capabilities
*Good leadership and management skills *Good communication skills with the ability to motivate and direct people *Team and results oriented *Good interpersonal relations with the focus on customer orientation *Problem solving and conflict management *A driver's licence.

DUTIES : *Ensure the management of human resource planning, post provisioning and policies are developed, implemented, monitored and reviewed *Ensure that effective and efficient recruitment, selection, appointment and retention strategies are in place to promptly fill vacant posts *Ensure the management and provision of organisational development and job evaluation support service to enhance efficiency and effectiveness *Ensure the provision of a human resource management practice and advisory support service and conditions of service to ensure overall departmental compliance with human resource legislation, policies and sound human resource practices.

ENQUIRIES : Ms VM Rennie at tel (012) 395 8503

CLOSING DATE : 19 December 2016

CLOSING TIME : 12:00 Mid-Day