

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** : **ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: BUSINESS ANALYST (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: NDOH 8/2017)**
- SALARY** : R311 784 per annum (plus 37% in lieu of benefits).
- CENTRE** : Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund). Pretoria.
- REQUIREMENTS** : *A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Computer Sciences, with professional communication as an added advantage *At least two (2) years relevant experience *Knowledge of business techniques and processes, business analysis and modelling, monitoring and evaluation, quality control as well as business knowledge management *Skills required: good communication and reporting (verbal and written), problem solving, interpersonal,

customer orientation, negotiation, facilitation and elicitation process mapping, planning, organising, administrative and computer skills (MS Office packages) *Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.

DUTIES : *Analyse business processes of the unit to improve service delivery *Support matrix management with mapping of unit's dependencies and reporting requirements *Develop and maintain shared document repository for the Affordable Medicines Directorate *Ensure implementation of naming, version control and change control conventions for all documents in the shared repository *Conduct communication quality control for all units *Analyse all units' reporting requirements and communication output processes *Monitor and evaluate quality control for all units *Maintain register of monitoring and reporting requirements for the Directorate *Maintain knowledge management plan and risk management plan.

NOTE : **Short-listed applicants will be required to complete a technical assessment during the interview process.**

ENQUIRIES : Ms K Jamaloodien (012) 395 8530

CLOSING DATE : 3 March 2017

CLOSING TIME : 12H00 Midday

MEDIA : NDOH Website PSVC