

## NATIONAL DEPARTMENT OF HEALTH

*It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

- 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 M Shitiba
- 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 ADMINISTRATIVE OFFICER: DATA COORDINATOR (CONTRACT ENDING MARCH 2019) (REF: NDOH 67/2017)**
- SALARY** : R281 418 per annum (plus competitive benefits)
- OFFICE** : Directorate: Provincial Support. Pretoria.
- MINIMUM REQUIREMENTS** : A Bachelor's Degree/National diploma/equivalent NQF 6 qualification in Economics or Statistics. At least one (1) year

experience in resource allocation and data management. Knowledge of health services, health providers, health financing, data analysis and validation as well as working with data, database, compiling codebooks and using classification. Experience in working with government and other partners on data. Good communication (written and verbal), data management software, analytical, interpersonal, organizational, analytical and computer literacy (Microsoft Office package) skills. Ability to work methodically and under tight deadlines on a results-oriented basis.

**NOTE** : Shortlisted candidates will be subjected to an advanced excel and report writing tests.

**DUTIES** : Collect data for national health accounts. Clean, standardize, analyse and validate data. Develop allocation ratios for splitting expenditures. Assist to formulate policies and procedures. Control of documentations, assist to compile report and disseminate. Assist using the Health Assessment Production Tool (HAPT) to produce results, tables and graphs for different data sources. Provide administrative support and administer the project budget. Management of risk and audit queries.

**ENQUIRIES** : Mr M Jokozela at tel no: (012) 395-8162

**CLOSING DATE** : 11 December 2017

**CLOSING TIME** : 12:00pm Midday