

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 X399, Pretoria. 0001. Applications should be submitted to recruitment@health.gov.za quoting the reference number
- FOR ATTENTION** : Ms TP Moepi
- 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 battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (**need not be certified**) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed 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** : **DEPUTY DIRECTOR: ADMINISTRATION) REF NO: NDOH 11/2022)**
- SALARY** : An all-inclusive remuneration package of R744 255 per annum [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
- CENTRE** : Chief Directorate: Compensation Commissioner for Occupational Diseases (CCOD). Johannesburg.
- REQUIREMENTS** : An Undergraduate Bachelor Degree (NQF 7) / National Diploma (NQF 6) recognised by SAQA in Public Administration / Human Resources Management. At least five (5) years' experience in junior management level in Administration. Eight (8) years' experience in administration will serve as an advantage. Knowledge and understanding of Financial Policies as guided by Treasury Regulations as well as the application of Government and Departmental policies. Good strategic capabilities and leadership, communication (written and verbal), computer literacy, coordination and project management skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's licence.

DUTIES

Management and supervision of employees to ensure an effective service and undertake all administrative functions required with regard to HR Administration. Support for the office with transversal services and technical support for the administrative functions in the directorate. Provide overview, coordination and comprehensive support on decision making for financial issues within the programme. Administration of benefit medical examination programs for active and ex-mine employees with accordance to occupational diseases in mine and works Act. Provide awareness, training and support on service providers on benefit medical examination. Management and administration of certification of Benefit Medical Examination applications and coordination of functions.

ENQUIRIES

: Dr N Mtshali at 011 356-5669

CLOSING DATE

: 4 April 2022

CLOSING TIME

: 12:00 Midday

MEDIA

: DEPARTMENTAL WEBSITE and PSVC