

## 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 X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail

**FOR ATTENTION:** Ms T 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 batteries. 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). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. 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** : **LEGISLATIVE DRAFTER AND RESEARCHER (2 POSTS)**  
**(REF NO: NDOH 39/2022)**

**SALARY** : An all-inclusive remuneration package of R1, 073, 187 per annum 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** : Directorate: Legal Services. Pretoria.

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA i.e. LLB or B Proc qualification. Admission as an Advocate or Attorney will be an advantage. At least five years of experience at a middle/senior managerial level providing legal advice and drafting legal opinions, negotiating, scrutinizing, drafting, editing legal documents and/or contracts as well as legislative drafting. Advanced knowledge of the South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statues, Civil Litigation and Intergovernmental Relations Framework as well as procurement prescripts. Knowledge and understanding of the legislative drafting process and rules of Parliament. Knowledge and understanding of all pieces of legislation administered by the Department as well as other pieces of legislation that impacts on the functions performed by the Department. Good

communication (verbal and written), interpersonal and computer skills (MS Office packages). Willingness to travel frequently and work long hours and irregular hours. Ability to function under pressure. SMS pre-entry Certificate is required for appointment finalization.

- DUTIES** : Draft Legislations, Regulations, Executive Acts, International Agreements, Memoranda of Understanding and other legal instruments. Draft amendments (in a form of a Bill) and notes to support amendments. Draft, editing and amending Service Level Agreements, Contracts, Memoranda of Understanding and International Agreements. Provision of legal opinions to the Department and Ministry. Management and co-ordination of litigation. Management of risk and audit queries
- ENQUIRIES** : Ms VM Rennie at tel no 012 395 8504
- CLOSING DATE** : 15 August 2022
- CLOSING TIME** : 12:00 Mid-day
- MEDIA** : PSVC and NDOH Website