

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: 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 (in line with DPSA Practice note), failure to comply 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 prior to the final selection phase. Applications should be on one PDF format (If emailed). 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 : **ASSISTANT DIRECTOR: ICT PROJECTS (REF NO: NDOH 97/2022)**

SALARY : R 382 245 per annum (plus competitive benefits)

CENTRE : Directorate: Information Communication Technology. Pretoria.

Please note that applicants from the Coloured, Indian communities as well as persons with disabilities are encouraged to apply

REQUIREMENTS : An appropriate recognized National Diploma (NQF 6) in Information Technology/ Information Systems or Project Management. Bachelor' degree in the above fields will be an advantage. At least two (2) years' experience in IT environment at supervisory level. Experience in project management. Knowledge of a process Based Approach Project Management Practice and Systems Development Life Cycle. Knowledge of Public Service Regulations and Legislations. Good communication (verbal and written), policy analysis and development, planning, organizing, time management, facilitation and coordination, negotiation and people management, interpersonal, analytical, problem solving and computer skills (MS Office package).

DUTIES : Planning, scoping and scheduling of ICT 'projects in the Department. Develop a coherent document of all the activities to be performed when developing and controlling the implementation of an IT system. Support and coordinate the establishment of the Project Management Office (PMO) processes and ensuring efficient implementation of ICT projects. Ensure that all project proposals receive the necessary approvals. Provide effective communication amongst project stakeholders. Facilitate the writing of minutes for all project meetings. Negotiate and work with multi-disciplinary project stakeholder in delivering on project deliverables. Interact with various units/Directorates requesting IT solution(s). Manage IT project risks and audit queries.

ENQUIRIES : Mr A Mabuza at tel no 012 395 8647
CLOSING DATE : 3 October 2022
CLOSING TIME : 12:00 Mid-day
MEDIA : PSVC and NDOH Website