

## 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 Dr AB Xuma Building, 1112 Voortrekker Road, Pretoria Townlands 351-JR or should forwarded to: recruitment@health.gov.za quoting the reference number on the subject email.

**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 only (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** : **MEDICAL SPECIALIST: PUBLIC HEALTH (5 YEAR CONTRACT)**  
**(REF NO: NDOH 6/2023)**

**Please note that this is a re-advert, applicants who previously applied need to re-apply.**

**SALARY** : **Grade 1: R 1 156 308 – R 1 227 255 per annum.**  
**Grade 2: R 1 322 100 – R 1 403 235 per annum.**  
**Grade 3: R 1 534 356 – R 1 918 284 per annum.**

**CENTRE** : Directorate: Patient Registration System, Pretoria

**REQUIREMENTS** : **Grade 1:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) plus current registration with the HPCSA as Medical Specialist. **Grade 2:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) year's appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Working experience with electronic health records (and not purely hospital and PHC medical records) will be a strong recommendation. Onsite into the principles of, and challenges with births and deaths registration. Insight into capturing of diagnosis and procedure codes in health records. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Good communication (verbal and written), decision making, interpersonal, customer service, planning,

organizing, team management and computer skills (MS Office package). A valid driver's license.

**DUTIES** : Collaborate with Dept Home Affairs and the Cluster ICT (Digital Information) to register every eligible user on the Health Patient Registration System (HPRS), linked to the National ID database and Automated Fingerprint Identification System (AFIS). Develop and maintain policy and procedures to improve registration through linking of births to the HPRS, and of managing health records after deaths. Develop and maintain policy procedures to standardise the common part of a national electronic patient record, linking benefit, diagnosis and procedure codes to individual patient records. Develop and maintain policy and procedure to link the details of treatment administered including medicines dispensed, equipment used, diagnostic tests ordered to individual patient records. Develop and maintain policy and procedure to link the establishment and provider that cares for a patient, including tracking User referrals

**ENQUIRIES** : Dr. N.G. Crisp email: [Nicholas.Crisp@health.gov.za](mailto:Nicholas.Crisp@health.gov.za)

**CLOSING DATE** : 6 March 2023

**MEDIA** : NDOH WEBSITE PSVC