

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. Hand delivered application may be submitted at Dr AB Xuma Building, 1112 Voortrekker Road, Pretoria Townlands 351-JR or should be forwarded to: recruitment@health.gov.za quoting the reference number on the subject email.

FOR ATTENTION: Ms M Shitiba

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 from 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 : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: NDOH 50/2023)**

SALARY : R424 104 per annum (plus competitive benefits)

CENTRE : Directorate: MBOD. Johannesburg.

Preference will be given to Coloured, Indian and white communities.

REQUIREMENTS: A Grade 12 (Matric). A Bachelor's Degree (NQF 6) / National Diploma (NQF 6) Office Administration / Office Management / Business Management/Administration and/or Public Administration/Management. A post-graduate qualification in the above will be an advantage. At least three (3) years' relevant experience as a Senior Administrative Officer or equivalent level. Knowledge of departmental government policies and procedures, Batho Pele principles, and PFMA and other financial management and associated scripts. Knowledge and experience in general administration, human resource management, and performance management. Good general, project, and conflict management, communication (written and verbal), computer literacy, leadership, innovative and problem-solving skills. Ability to work independently, under pressure, with the team and work irregular hours. A valid driver's license.

DUTIES : Manage and administer benefit medical examination process of active and ex-mine employees. Supervision of registry, verification, and processing of benefit medical examination claims. Ensuring that benefit medical examination claims are sent for assessment. Support the office with transversal services and technical support administration functions. Ensure the provision of administration support services. Coordinate and assist in interacting with the supply chain management, asset management, infrastructure, transport, information technology, finance, and support services units. Control of documentations and manage risk and audit queries. Ensure that applications are correctly submitted to the database to avoid fraudulent applications. Monitor applications and report duplications. Manage and ensure effective personnel management for the section. Monitor that there are sufficient resources to effectively smooth operations and ordering of supplies in the unit when necessary.

ENQUIRIES : Ms D Leseiyane on Telephone Number: (011) 356 – 5669

CLOSING DATE : 11 September 2023

MEDIA : NDOH WEBSITE PSVC