

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 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 (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 : **DEPUTY DIRECTOR: ADMINISTRATION (CLAIMS)**
(REF NO: NDOH 48 /2023)

SALARY : An all-inclusive remuneration package of R811 560 per annum [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE : Directorate: CCOD. Johannesburg.

REQUIREMENTS : Bachelor's Degree (NQF 6) / National Diploma (NQF 6) in Financial Management or Accounting. A Bachelor's Degree (NQF 7) will be an advantage. At least five (5) years' experience as an assistant manager in financial management / fund management and/or claims management. Knowledge and understanding of the application of government and departmental policies. Sound understanding of financial policies as guided by treasury regulations. 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 license.

DUTIES : Management and supervision of claims section to ensure an effective service. General supervision of employees, Allocation of duties and performing quality control on the work delivered by supervisors. Advice and lead supervisors regarding all aspects of the work. Project management: support on the outreach and support projects set by the commissioner including supporting occupational health centres. Provide awareness, training and support to examine workers and mini workers on compensation and ODMWA. Preparation of audit and response to all findings, report on actuarial valuation of the fund and preparation of annual reports. Ensure procurement of the vendor on actuarial valuation. Performance monitoring and reporting. Prepare and present monthly and quarterly reports to the National Department of Health,

Department of Monitoring and Evaluation and Legislated Committees. Provide support to the Directorate with transversal services including technical and administrative functions. Manage the budget and procurement administration process. Management of risk. Ensure the safety and confidentiality of the information and documents as well verify all the in and out correspondence and documents in the office of the Commissioner. Ensure and verify claims documents for the rightful beneficiary and avoid double payments.

ENQUIRIES : Ms Thembisa Mama at tel no: 011 356-5602

CLOSING DATE : 11 September 2023

MEDIA : PSVC and NDOH Website