

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 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 relevant reference number on the subject email.
- FOR ATTENTION** : Ms M Shitiba
- NOTE** : All short-listed candidates 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 battery. 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** : **DIRECTOR: HUMAN RESOURCES ADMINISTRATION**
(REF NO: NDOH 44/2024)
- SALARY** : An all-inclusive remuneration package of R1 216,824 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Cluster: Human Resources Management and Development, Pretoria.
- REQUIREMENTS** : An appropriate NQF 7 qualification in Human Resource Management as recognised by SAQA. At least five (5) years' experience at a middle management level in Human Resources, Peral system or relevant HR Personnel System as well as employee conditions of service. Knowledge and understanding of the legislative framework relating to HR, remuneration and benefits, Public Finance Management Act

(PFMA), Treasury Regulations, Budgeting and Financial Management. Knowledge of White paper on Transformation of the Public Service Act, Public Service Regulation, and Basic Condition of Employment Act as well as Batho Pele Principles. Good problem solving and decision making, strategic planning, leadership, project management, people and change management, communication (verbal and written), organisation, policy development and implementation, financial management, sound analytical, research, planning and presentation, interpersonal. Good coordination and stakeholder liaison, human resource and performance management and learning development skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

Effectively manage the development, alignment of the organisational structure, establishment and job evaluation function. Ensure that the department has an approved organisational structure. Manage and oversee the administration of the Persal system regarding staff establishment. Manage effective and efficient recruitment, selection, appointment, and HR policy planning. Ensure the provision of human resource practice and compliance with regulatory framework in respect of management of service benefits and conditions. Manage leave, long service recognition, retirement, and PILLIR. Manage the processing of transactions on service benefits and conditions as well service termination and service benefits. Manage directorate personnel, finance and audit queries. Develop the operational plan of the directorate. Ensure quarterly / annual performance review plans. Allocate resources and ensure the development of employees.

ENQUIRIES

: Ms Q Gambu tel number 012 395-8413

CLOSING DATE

: 14 October 2024

MEDIA

: DEPARTMENTAL WEBSITE and PSVC.