

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 (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 for SMS posts, 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 batteries. 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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: CONDITIONAL GRANTS**
(REF NO: NDOH 52/2025)

SALARY : R 468,459 per annum (plus competitive benefits)

CENTRE : Cluster: Provincial Support and Conditional Grants, Pretoria.

REQUIREMENTS : A Grade 12 certificate and NQF 6 qualification in Information Systems / Financial Information Systems / Statistics / Econometrics / Accounting with Information Systems as recognised by SAQA. An NQF 7 of the above-mentioned qualifications will be an advantage. At least three (3) years' experience in finance or budget data collation and analysis.

Knowledge of Public Finance Management Act (PFMA), advanced Microsoft office, understanding of government budgeting and planning processes. Good report writing, analytical, interpersonal, data management, problem solving and communication (written and verbal) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.

DUTIES

Develop a database for financial, human resources and supply chain management information. Development and maintenance of database for conditional grants and equitable share budget and expenditure for the sector. Improved data management, analysis and reporting to ensure quality decision making. Analyse stakeholder information and alert management of potential risks. Assist in compilation of In-Year Monitoring (IYM) reports and providing quarterly financial statement inputs for conditional grants. Improve financial planning and coordinate the compilation of the conditional grants' MTEF estimates. Research on costing and allocation models for various conditional grants. Assist in coordination of inputs for Division of Revenue Bill. Strengthen monitoring of financial performance in line with business planning. Manage expenditure monitoring and reporting processes in line with conditional grants business plans. Analyse variance and explore potential budget challenges and remedial actions with programme managers. Manage risk and audit queries. Contribute to the risk management in the cluster and assist in the management of internal and external audit.

ENQUIRIES

: Mr Hadley Nevhutalo at tel no 012 395-9682

CLOSING DATE

: 7 July 2025

MEDIA

: DEPARTMENTAL WEBSITE and PSVC