

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: 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 : **ADMINISTRATIVE SUPPORT AND COORDINATION**
(REF NO: NDOH 19/2026)

SALARY : An all-inclusive remuneration package of R896,436 per annum [basic salary consists of 70% or 75% of total package], salary package will be structured according to Middle Management Service guidelines.

CENTRE : Office of the Minister, Pretoria.

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Public Administration/Public Management/ Business Administration/ Business Management or Office Management. At least three (3) years' functional experience in the secretariat and administrative/support service environment at middle management level (Assistant Director). Broad knowledge and understanding of the functional areas covered by the executive authorities. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of government policies and planning systems, Government Program of Action, public service regulatory framework, presidency policies and procedures on information management. Good communication (verbal and written), strategic capabilities

and leadership, report writing, research, operational management, negotiation, interpersonal relations, facilitation, conflict management, planning and execution, people management and empowerment, financial management, project management and computer skills (MS Office packages).

DUTIES

: Manage the administrative and coordination activities within the office of the executive authority. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. Co-ordinate the activities of the executive authority's office. Render a cabinet/executive council support service to the executive authority. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES

: Ms S Vilane at tel no: 012 395 9374

CLOSING DATE

: 9 March 2026