

## 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 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: ADMINISTRATION - CCOD (REF NO: NDOH 13/2026)**

**SALARY** : R 468, 459 per annum plus competitive benefits

**CENTRE** : Directorate: CCOD – Johannesburg.

**REQUIREMENTS** : A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Business Management/Administration and or Public Administration Management. Financial Management and experience in Fund administration will be an advantage. At least three (3) years' experience as a supervisor on (salary level 7) or equivalent

level as supervisor. Experience of claims process and administration of benefits, support of governance committees, Stakeholder management and outreach services to claimants. Understanding the application of Government, Departmental and CCOD policies, understanding of compensation claims process, Public Service Regulations as well as knowledge of governmental budgeting and financial principles and practices. Knowledge and application of the Public Finance Management Act and Treasury Regulations, public service regulatory framework, and the South African Constitution. Good communication (verbal and written), planning and organizing, interpersonal, coordination and facilitation, telephone etiquette, ability to work under pressure, independently and with a team as well as stakeholder relations skills. A valid driver's license.

**DUTIES**

Administer and manage compensation claims ensure an effective service. Assessing registered claims based on legal requirements and medical evidence to determine their validity and the level of compensation. Control of documentations within the unit, Administration of CCOD programs for active and ex-mine workers in accordance with Occupational Diseases in Mines and Works Act. Ensure that stakeholders are properly managed and that all their queries are attended to. Liaise with stakeholders. Make sure that committees are appointed according to legislation, are remunerated as per treasury regulations and proper processes are followed. Management of risk, audit and personnel. Put systems in place to minimise risks. Advise and lead supervisors regarding all aspects of the work.

**ENQUIRIES**

: Ms T Mama on tel number 0113565650

**CLOSING DATE**

: 9 March 2026