

## 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** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**  
**(REF NO: NDOH 9/2026)**

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

**CENTRE** : Directorate: Human Resource Administration, Pretoria.

**REQUIREMENTS** : A Grade 12 certificate and NQF 6 qualification in Human Resource Management. Persal Controller certificate will be an advantage. At least three (3) years' experience at supervisory level in HRM. Experience in condition of services and Persal system. Knowledge and understanding of government policies, public service regulations, PFMA, treasury regulations as well as the legislative framework governing the public service. Knowledge of System Change Control system (SCC). Good communication (verbal and written), problem solving, decision making, negotiation, interpersonal, analytical, people management, monitoring and evaluation, conflict resolution and computer skills (MS Office package). A valid driver's license.

**DUTIES**

: Process and administer appointment and termination of service. Administer HR administration and appointment functions, enhance the correct implementation of personnel administration. Process and administer allowances (e.g. housing, overtime, ling service). Process pay progression, grade progression, recognition of qualification, and confirmation of probation. Monitor persal system including personnel and salary controllers. Ensure that all persal users are properly trained. Evaluate and recommend to the persal controller, changes to system in line with the System Change Control (SCC). Ensure continuous training for all persal users. Process and administer leave. Manage the capturing of leave on persal, manage leave audits, and analyse leave trends. Monitor HR information. Provide information in respect of utilization of the persal system, provide managerial HR oversight report, authorize transaction on persal and prepare and consolidate all HR reports. Manage risk, audit and resources. Ensure that risks are identified and mitigated, evaluate and monitor performance and appraisal of employees as well as allocate and ensure quality of work. Address HR administration enquiries and guide and advise the department on HR administration matters.

**ENQUIRIES**

: Ms E Shibambo at tel no: 012 3958154

**CLOSING DATE**

: 9 March 2026