

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 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
(REF NO: NDOH 6/2026)

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 : Chief-Directorate: Health System Digital Information. Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Human Resource Management. Valid PERSAL Controller certificate. At least three (3) years' experience at management level (Assistant Director/equivalent level) in Human Resources Management (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 Public Service Act (PSA), Public Service Regulation (PSR), Employment Equity Act (EEA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) and in-depth knowledge of PERSAL and BAS. Good communication

(verbal and written, analytical, planning and organization, problem solving, decision-making, and negotiation, strategic planning and leadership, presentation and facilitation, monitoring and evaluation, and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

DUTIES

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Oversee and manage the administration of leave. Provide a prompt and high standard delivery in respect of leave gratuities, incapacity leave (PILIR), and all types of leave. Ensure and manage the auditing and capturing of leave. Oversee and manage the administration of allowances. Put control measures in terms of management of overtime, acting allowance, stand-by allowances. Record and process documents regarding injury on duty. Oversee and manage appointments and termination of service. Ensure that all appointments, transfer, probation period, promotions, retention of service are captured and approved on Persal. Manage and implement appointments of employees, OSD, Acting, transfer and PMDS. Monitor Human Resources information system. Overseeing HR databases (e.g. Persal), ensuring data quality, managing personal records, and coordinating system upgrades and maintenance. Manage and monitor Persal activities in the department, including personnel and salary controllers, activities on Persal system. Register and maintain user profiles for all users and allocate functions in line with individual scope of work as per the job description. Monitor the suspense and transaction files as well as follows up all questionable transactions. Manage risk, audit and resources. Ensure proper utilization of the budget by monitoring and reporting expenditure. Monitor and ensure proper utilization of equipment and reporting thereof.

ENQUIRIES

: Ms E Shibambo at tel no: 012 395-8154

CLOSING DATE

: 9 March 2026