

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: PROJECT MANAGEMENT X3**
(REF NO: NDOH 25/2026)

NOTE : **This is a re-advertisement. Applicants who have previously applied need to re-apply.**

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: Digital Health Information Systems. Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Health Sciences or Social Sciences or Economics or ICT with a Post Graduate qualification in Agile Management / Project Management. A post Graduate qualification in Public Health and registration with the Project Management Institute or Certification (e.g. CAPM, PMP, Prince2-Practitioner) will be an advantage. Experience in managing projects in the Health Sector will be an added advantage. Knowledge and understanding of the Digital Health Context and its various aspects, from strategy to implementation, digital health identity management,

digital health interoperability, project management methodologies, ICT governance standards, policies and procedures, Public Finance Management Act, Public Service Act, Public Service Regulations, ICT systems development processes and implementation. Good communication (verbal and written), strategic thinking and planning, team management, analytical thinking, risk and issue management, financial management, quality management, contract management, project integration management, conflict resolution, facilitation, change management and computer skills (MS Office package). Ability to plan, work independently and as part of a team as well as working in a structured and unstructured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license.

DUTIES

: Develop projects scope and projects plans. Identify the purpose and goals of the project. Ensure objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound). List of all stakeholders involved in or affected by the project. Document functional and non-functional requirements. Oversee and ensure that projects are delivered on time, in budget and to the required quality standard as per project schedules. Identify the resources (human, financial, material) needed for each task. Estimate the time required to complete each task. Use tools like Gantt charts, scrum, Kanban or project management software. Manage, monitor and evaluate the cross functional team assigned to the project. Align team goals with organizational objectives to ensure relevance and support. Schedule regular team meetings to discuss progress, challenges, and next steps. Implement performance metrics to track the progress of the project and individual contributions. Create and maintain comprehensive project documentation. Define the types of documentation required for the project (e.g. project charter, scope statement, requirements documents). Create a project charter that outlines the project's purpose, objectives, stakeholders, and high-level requirements. Ensure that the charter is approved by key stakeholders to provide a clear project mandate. Develop a scope statement that clearly defines what is included and excludes from the project. Perform risk management to minimize project risks. Identify and document potential risks, including their likelihood and impact. Create a risk management plan that outlines mitigation strategies and contingency plans.

ENQUIRIES

: Mr S Jali at tel no: 012 395-8068

CLOSING DATE

: 15 April 2026