

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 vacancies@Health.gov.za quoting the reference number on the subject e-mail.

FOR ATTENTION: Ms M Shitiba

NOTE: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 48/2026**

SALARY : R338 106 per annum, (plus competitive benefits)

CENTRE : Directorate: MBOD, Johannesburg.

REQUIREMENTS : A Grade 12 certificate. National Diploma (NQF 6 qualification with 360 credits) in HRM will be an advantage. At least three (3) years' experience required in HR environment. Knowledge of departmental policies and procedures (HR related), Batho Pele principles, the Public Service Act and Public Service regulations as well as registry duties, practices and the ability to capture data, and operate computer. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and

computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.

DUTIES : Supervision of personnel. Monitoring that there are sufficient resources to effectively smooth operations and ordering supplies in the unit when necessary. Monitoring and assessing employee performance in accordance with the departmental PMDS system and tool. Evaluate the personnel and recommend capacity-enhancing initiatives where applicable and submit half yearly review timeously. Coordinate, administer, undertake the more complex implementation and maintenance of human resource administration practices. Provide general administrative support, enquiries, and efficient resource management. Coordinate the implementation conditions of service and service benefits (Leave, PILIR hosing, Medical, Injury on duty, long service recognition, overtime, relocation termination of service, pension, allowances, etc). Coordinate performance management. Liaise with PMDS unit regarding policies and procedures. Remind employees about the submission of PMDS agreements and reviews. Administer skills development, circulate training and development policies and procedures. Manage risk and audit queries. Ensure that all human resource processes and procedures are executed according to departmental policies and procedures on human resource management. Handle audit queries.

ENQUIRIES : M. D Leseyane Tel No: (012) 356 5640

CLOSING DATE : 6 July 2026

MEDIA : PSVC and NDOH Website