

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 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: NDOH 50/2026**

SALARY : R413 001 per annum, (plus competitive benefits)

CENTRE : Directorate: Human Resource Administration, Pretoria.

REQUIREMENTS : A Grade 12 certificate and National Diploma with 360 credits (NQF 6) qualification in Human Resource Management / Public Management or Public Administration. NQF 7 degree in HRM will be an advantage. At least three (3) years' experience in HR Recruitment and Selection. Knowledge of recruitment and selection prescripts and legislation, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relation Act as well as understanding of the legislative framework governing the Public Service and Human Resources function wholistically. Good communication (verbal and written), problem solving, planning and organizing, interpersonal relations, presentation and facilitation, people management, customer focus,

negotiation and conflict resolution and computer skills (MS Office package). Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES : Render and administer recruitment and selection process. Ensure adherence and compliance to the Recruitment and Selection policy and prescripts. Quality assures draft advertisements and ensures processing within one working day. Engage with line managers within 5 working days of allocation of a post to confirm recruitment plans. Quality assurance of recruitment processes. Supervise the preparation and coordination of all recruitment logistics and documentation, i.e. advertisement. Quality check shortlisting process and applications against policy. Ensure proper completion and filing of all recruitment and selection forms. Develop/review human resource policies and plan. Provide inputs on the development, review implementation and monitoring of HR policies, procedure manuals, strategies and plan. Provide effective interpretation of relevant legislation, policies, and directives. Render HR advisory and reporting services. Provide advice and guidance to management and staff on recruitment, selection and HR policy matters. Draft written responses to line functionaries on functional areas on the implementation of recruitment and selection processes and practices. Manage resources, risk and audit queries. Ensure the submission of verification documents for recommended candidates within three working days. Ensure compliance with requirements for qualification verification, security screening, and competency assessments. Promote a culture of accountability, service excellence, and continuous improvement and teamwork.

ENQUIRIES : Ms P Mathebula Tel No: (012) 395 9616

CLOSING DATE : 6 July 2026

MEDIA : PSVC and NDOH Website