

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

<u>APPLICATIONS</u>	:	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 relevant reference number on the subject email.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>NOTE</u>	:	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	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION – NON COMMUNICABLE DISEASES (REF NO: NDOH 58/2026)</u>
SALARY	:	R 487, 197 per annum plus competitive benefits
CENTRE	:	Chief-Directorate: Non-Communicable Diseases, Pretoria.
REQUIREMENTS	:	A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management/Administration. At least three (3) years' experience as a supervisor on (salary level 8) in Office Administration. Understanding the application of Government and Departmental policies,

understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as strategic capability and leadership. Good communication (verbal and written), interpersonal, project management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.

DUTIES

Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to Strategic Planning unit. Manage the flow of documents. Ensure efficient flow of information between branch and the entire department and all documents are logged on according to the electronic document management system. Ensure that deadlines on submission are adhered to on Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.

ENQUIRIES

: Ms C Mongale on tel number 0123958044

CLOSING DATE

: 11 August 2026