

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.

<u>POST</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: NDOH 75/2026)</u>
<u>SALARY</u>	:	R 468 459 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Chief Directorate: Health Sector Bargaining. Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) certificate and NQF 6 qualification in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management or Business Administration as recognized by SAQA. At least three (3) years' experience in office administration and financial management at Senior Administrative Officer or equivalent level (Salary level 8). Knowledge of the Public Service Regulations and Public Service Act. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), planning, organizing, interpersonal, problem solving and decision making, liaison and coordination, analytical, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.

- DUTIES** : Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
- ENQUIRIES** : Mr MS Mahlatjie at tel no (012) 395 8414
- CLOSING DATE** : 7 September 2026