

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. 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.

POST : **DEPUTY DIRECTOR: RECRUTMENT, HR POLICY AND PLANNING**
(REF NO: NDOH 74/2026)

SALARY : An all-inclusive remuneration package of R932 292 per annum [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Directorate: Human Resource Administration. Pretoria

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Human Resource Management or related qualification. Certificate in PERSAL (Personnel Administration). At least three (3) years of experience at Assistant Director level in Recruitment, Selection, Appointments, Policy Development and HR Planning. Knowledge of Public Service Regulations 2016, Public Service Act 1994, Employment Equity Act 1998, Basic Condition of Employment Act 1997,

Public Finance Management Act and Treasury Regulations. Knowledge and understating of DPSA policies, directives and frameworks relating to recruitment, HR planning and policy management. Knowledge and understanding of policy development and policy analysis. Good communication (verbal and written), planning, organizing, interpretation, facilitation, people management, negotiation, conflict resolution, problem solving, decision making and computer skills (MS Office package and PERSAL). Ability to maintain confidentiality and handle sensitive human resource information. Ability to engage effectively with senior management, organized labour and external stakeholders. Ability to work extended hours to meet operational deadlines. A valid driver's license.

DUTIES

: Manage and facilitate the advertisement and response handling in the department. Manage and oversee the implementation of recruitment and selection process to ensure timely filling of vacant posts in accordance with approved policies, procedures and legislative requirement. Manage appointments and employee mobility on the PERSAL system. Manage and oversee the implementation of appointments, transfer, promotions, translations, deployments, secondments, and other personnel movements on the PERSAL system. Verify and authorize appointment and transfer transactions on PERSAL system. Develop, review, monitor and implement human resources policies and planning. Develop the Human Resource Plan and Human Resource Implementation Report for submission to DPSA. Manage risk, audit and resources. Coordinate responses to audit findings. Evaluate and monitor performances and appraisal of employees.

ENQUIRIES

: Ms E Shibambo at tel no: 012 395 8154

CLOSING DATE

: 7 September 2026