

## 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](mailto: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.

**POST** : **PHARMACEUTICAL POLICY SPECIALIST (REF NO: NDOH 68/2026)**

**SALARY** : **Grade 1:** R 1 137.354 per annum. A A-Pharm degree, current registration as a Pharmacist plus a minimum of five (5) years' appropriate experience after registration as a Pharmacist with the SAPC. **Grade 2:** R1 241.454 per annum. B-Pharm degree, current registration as a pharmacist plus thirteen (13) years appropriate experience after registration as a Pharmacist with the SAPC.

**Salary grade will be determined in accordance with the above requirements as per the OSD.**

**CENTRE** : Chief Directorate: Affordable Medicines, Pretoria

**REQUIREMENTS** : Qualifications and years of experience required are indicated above. Knowledge of evidence-based medicine, clinical pharmacology, rational medicine use, basic health financing and pharmaco-economics. Knowledge and understanding of the National Drug Policy, National Health Policy, Medicine and Related Substances Control Act 101, Pharmacy Act 53, NHI Act

20, as amended and Public Finance Management Act. Good communication (verbal and written), interpersonal, planning, organizing, analytical, critical thinking, clinical research, presentation, problem solving abilities, strategy and policy development, supervisory and computer skills (MS Office package). Ability to work independently and self-motivated. A valid driver's license.

**DUTIES** : Management of pharmaceutical products item specifications. Review item specifications list based on previous applicable contract and ensure that all proposed changes previously recommended by the BEC are considered. Oversee all matters pertaining to the compilation of the items' specifications, ensuring that each specification is clear, unbiased, unequivocal and not brand specific. Management of Bid advertisement and closure. Oversee the bid advertisement ensuring that: - item specification list is finalised, SRCC is signed off, all relevant documents are published via Government Printing Works (GPW). Prepare the presentation pack for the briefing sessions. Management of Bid evaluations. Perform technical evaluation of bids, which will include but not limited to: - analysis of security of supply inclusive of API source, manufacturing sites and production capacity, Validation of products compliance with legislative requirements and specifications. Prepare the technical evaluation report for tabling at the Bid Evaluation Committee (BEC) meeting. Management of the adjudication of the bids. Quality assurance of the Departmental Bid Adjudication Committee (DBAC) submissions. Ensure DBAC submissions are done within project plan timelines. Management of tender award and contracted items. Quality assurance the DG submissions for awards, the drafted letter of acceptance and rejection as well as the contract circular. Risk management. Develop, maintain and review identified SOPs on an annual basis. Respond to audit queries that pertain to the administrative aspects of the tender process ensuring appropriate drafting on request.

**ENQUIRIES** : Ms R Sonne at tel no: 0129358458

**CLOSING DATE** : 7 September 2026