

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 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: **DEPUTY DIRECTOR: SPECIALIST ANALYST - KNOWLEDGE MANAGEMENT (REF NO: NDOH 83/2026)**

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: Chief Directorate: Digital Health Systems, Pretoria.

REQUIREMENTS:

Bachelor of Science Degree (NQF 7) as recognised by SAQA in any of the following scientific fields: Information Science and/or Data Science, Health Economic Sciences or Public Health Research Sciences, Knowledge and Information Management Sciences. At least three (3) years' experience at an ASD level or equivalent level in public health research and analytics in the public, private or academic sectors. Proven experience in implementing knowledge-sharing platforms and repositories, managing digital libraries, and digital document management and facilitating communities of practice and learning networks. Facilitate multi-stakeholder knowledge-exchange initiatives, coordinate stakeholder consultations and engagement activities. Support partnerships for knowledge generation and dissemination. Promote collaboration across digital health ecosystems as well as knowledge of Management Service Delivery Innovation (SDI). Proven experience in managing health-related data and analytics is an added advantage. Good strategic capability and leadership, problem-solving and analysis, client orientation and customer focus, people management and empowerment, programme and project management, financial and change management, resilience and assertiveness, communication (written and verbal), and ethical behaviour skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's licence.

DUTIES

Establish and maintain an effective knowledge management framework that supports the digital health units' objectives. Develop and implement the digital health unit's knowledge management strategy. Establish knowledge management standards and procedures. Define knowledge governance structures and roles. Preserve institutional knowledge and critical information assets. Capture tacit and explicit knowledge from projects, programs, and subject matter experts. Develop and maintain knowledge repositories. Promote a culture of knowledge exchange within the digital health unit and other clusters within the NDoH. Facilitate communities of practice and learning networks. Organise knowledge-sharing events, webinars, and workshops. Develop collaboration platforms and knowledge-sharing tools. Ensure effective management of digital knowledge platforms and resources. Manage knowledge management systems, portals, and repositories. Maintain content taxonomy, metadata, and classification standards. Transform evidence and research into actionable knowledge for decision-making. Synthesise research findings, policy documents, and technical reports. Develop evidence briefs, summaries, and knowledge products. Support dissemination of research outcomes. Foster collaboration and knowledge exchange with internal and external stakeholders. Build relationships with healthcare, academic, research, and technology partners. Facilitate multi-stakeholder knowledge exchange initiatives as well as coordinate stakeholder consultations and engagement activities.

ENQUIRIES

: Ms Elbie Vosloo at: Elbie.Vosloo@health.gov.za

CLOSING DATE

: 9 November 2026