ANNEXURE D

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).

APPLICATIONS : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume and Struben streets, Pretoria.

FOR ATTENTION : Ms N Sombinge

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed), certified copies of qualification certificates, service certificates, ID and driver’s licence. No faxed or e-mailed applications will be considered. 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 evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to security 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, Applicants may regard their applications as unsuccessful. The Department will not be liable where Applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

POST 12/09 : DEPUTY DIRECTOR: MULTILATERAL RELATIONS REF NO: NDOH 35/2016
Branch: International Health Development and Support. Directorate: South Relations

SALARY : An all inclusive remuneration package of R674 979 per annum (basic salary consist of 70% OR 76% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Middle Management Service guidelines.

CENTRE : Pretoria

REQUIREMENTS : A three year Bachelor’s degree/National Diploma or equivalent NQF 6 qualification in International Relations, Political Science or Social Sciences, A postgraduate degree will be an advantage, At least three years experience in managing International Relations, Stakeholder Management, Policy Development and Implementation as well as Project Management at a junior management level , Knowledge and application of relevant Public Service statutes including Public Finance Management Act (PFMA), Knowledge of Foreign policies, International Health Relations and Development Cooperation, Domestics and global Health issues and trends including monitoring and evaluation, Good communication (verbal and written), planning, organising, problem solving, conflict management, presentation and computer skills (Microsoft Office package) , A valid driver’s licence.

DUTIES : Management of global health collaboration with the International Organisations , Coordinate international meetings such as WHO Executive Board meeting, World Health Assembly meetings and WHO Regional Committee meetings , Promote and facilitate the Department’s optimal participation and interaction with the international health community and promote the Department’s presence and leadership on global strategic issues, Ensure that Minister, Deputy Minister, Director-General, Deputy Director-General and Senior officials of the Department attend international health dialogues, meetings and events , Management of Staff.

ENQUIRIES : Ms T Mnisi at (012) 395 8830
CLOSING DATE : 11 April 2016

Chief Directorate: Non-Communicable Diseases. Directorate: Organ Transplant

SALARY : R674 979 per annum (All inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Bachelors Degree/National Diploma or equivalent NQF 6 qualification in Health Science preferably Nursing, At least three (3) years experience in an organ transplantation and/or dialysis environment at a junior management level, Knowledge of National Health Act 2004, Human Resource policies, Public Finance Management Act (PFMA), Treasury Regulations, budget and Project Management, Good computer skills (Ms Word, Ms Excel and Ms PowerPoint), communication (written and verbal), leadership, interpersonal, planning, organisation and analytical skills, A valid driver’s license.

DUTIES : Coordinate Organ Transplant and renal dialysis services, Strengthen oversight, monitoring and evaluation of transplant and renal dialysis activities, Standardize transplant and renal dialysis practices through development, implementation, reviewing, monitoring and evaluation of relevant policy guidelines, norms and standards and regulations, Develop and facilitate the implementation of organ donation and kidney awareness plan, Management of risks and audit queries.

ENQUIRIES : Prof Freeman at no (012) 395 – 8020
CLOSING DATE : 15 April 2016

Chief Directorate: Environmental Health and Port Health. OR Tambo Clinic

REQUIREMENTS : A Degree/National Diploma or equivalent NQF 6 certificate in Nursing/General Nurse/Midwifery, Registration with the SANC as Professional Nurse, At least seven (7) years experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Knowledge of Port Health, Legislation, International Health Regulations and the Control of Communicable diseases, Good communication (written and verbal), computer (MS Word, MS PowerPoint and MS Excel), financial management, administrative, planning and research skills, Must be willing to work long and irregular hours, A valid driver’s license.

DUTIES : Management of medical emergencies according to the scope of practice, Effective monitoring and control of importation of communicable diseases through international travellers into South Africa, Ensure implementation of quality management and infection control measures, Administer human Resource management functions and ensure adequate stock, Ensure implementation of International Health Regulation (2005).

ENQUIRIES : Ms APR Cele (012) 395 8522
CLOSING DATE : 15 April 2016
NOTE : Certified copies of original certificates of service must be submitted with the application.

POST 12/12 : LEGAL ADMINISTRATION OFFICER GRADE 5 REF NO: NDOH 34/2016
Chief Directorate: Legal Services

REQUIREMENTS : A three or four year legal qualification i.e. B. Juris/B. Proc/ LLB, Admission as an Attorney or Advocate will be an advantage, At least 8 years appropriate post qualification legal experience, Experience in management of litigation and internal appeals, ability to draft legal documents and ability to draft primary and secondary legislation and interpretation thereof, Knowledge and understanding of legislation administered by the Department, as well as legislation that impacts on the functions being performed in the Department, knowledge of the South African Constitutional Law, Knowledge and understanding of legislative drafting process and rules of Parliament, Good communication (written and verbal), interpersonal, planning, organisational, problem solving and research skills, A valid driver’s licence.

DUTIES : Management and co-ordination of litigation, Drafting or amending legal documents (international agreements, contracts and service level agreements), Provision of legal opinions to the Department and Ministry, Drafting and amending legislation administered by the Department in line with instructions, Drafting, editing and amending regulations, Manage risks and audit queries.

ENQUIRIES : Adv L. Makhoshi at Tel no (012) 395 6470
CLOSING DATE : 15 April 2016
NOTE : Certified copies of original certificates of service must be submitted with the application.