

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.

<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	02 June 2025
<u>NOTE</u>	:	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.

MANAGEMENT ECHELON

<u>POST 16/209</u>	:	<u>CHIEF DIRECTOR: NURSING SERVICES REF NO: NDOH 5/2025</u> Branch Hospital Tertiary Service and HRD
<u>SALARY</u>	:	R1 436 022 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificates and an appropriate NQF 7 qualification in Nursing, Nursing and Midwifery/Health Science as recognized by SAQA. An appropriate NQF 8 qualification in the above fields will be an advantage. At least five (5) years of experience at senior managerial level in Nursing environment. Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Services. Advanced knowledge of nursing related functions, policy development and implementation, research, evaluation and monitoring. In-depth knowledge and understanding of current nursing education and practice-related issues and labour issues in relation to

		nursing. Good communication (verbal and written), strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, client orientation and customer focus and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Provide strategic direction on developing nursing norms and standards for the health care system and regulate the functions. Provide strategic leadership in the production of sufficient number and appropriate categories of nurses with the view to strengthening access to health services through universal health coverage. Oversee the development, implementation, and review of nursing policies, practices, and partnerships needed to further enhance nurses' education, training and clinical practice. Ensure contribution to health policy development by providing evidence-based nursing perspectives. Facilitate the appropriate development of the nursing education and training curriculum. Ensure an effective South African contribution to nursing and health policy in international Fora, including World Health Organisation. Ensure effective nursing leadership, management, and governance. Provide overall management of the office of nursing services within the National Department of Health.
<u>ENQUIRIES</u>	:	Dr P Mahlati Tel No: (012) 395 8257
<u>POST 16/210</u>	:	<u>CHIEF-DIRECTOR: HEALTH PROMOTION AND NUTRITION REF NO: NDOH 6/2025</u>
<u>SALARY</u>	:	R1 436 022 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Cluster: Health Promotion Nutrition and Oral Health, Pretoria
	:	A Grade 12 certificate and NQF 7 qualification as recognised by SAQA in Health Sciences. At least five (5) years' experience at a senior management level in the health sector. At least 3 years' experience in health promotion or nutrition or district health services management or health programme management will be an advantage. Knowledge and experience in the implementation of nutrition and health promotion policies and strategies, human resource management and financial management, monitoring mechanisms for programme goal achievement as well as strategies for achieving the Sustainable Development Goals. Good communication (verbal and written), strategic leadership, project management, presentation, organisation, planning and computer (MS package) skills are required. Candidates should have the ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently are required. The SMS pre-entry certificate is required for appointment finalization.
<u>DUTIES</u>	:	Provide strategic direction on health promotion interventions in line with South Africa's burden of disease and the risk factors relating to the burden of disease priorities. Facilitate the passing and updating of legislation required to create environments for healthy lifestyles. Design and monitor the implementation of interventions that will promote healthy eating and physical activity amongst South Africans. Facilitate the development of appropriate policies and guidelines for oral health. Identify policy gaps in health promotion and use available evidence and/or generate evidence to develop policies to address such gaps and/or review and strengthen the implementation of existing policies. Participate in internal and external forums that advance healthy lifestyles. Develop a Framework for the National Health System for addressing the social and commercial determinants of health and liaise with all relevant stakeholders to implement the Framework. Oversee the implementation of national chronic disease prevention campaigns. Manage the finances and human resources of the chief directorate. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms JR Hunter Tel No: (012) 395 8190
<u>NOTE</u>	:	Male and female coloured / white / Indian as well as people with disability will be given the first preference.

<u>POST 16/211</u>	:	<u>DIRECTOR: HEALTH PROMOTION REF NO: NDOH 7/2025</u> Chief Directorate: Health Promotion Nutrition and Oral Health
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and an appropriate NQF 7 qualification in Health Promotion/Health Science/Social and Behavioural Change Communication. At least five (5) years' experience at a middle/senior management level in policy development and implementation the Health Promotion environment. Knowledge of relevant international and national regulations and policies within and outside health that impact on South Africa's burden of disease. Knowledge and experience in the application of the National Health Act, National Development Plan, human resources, financial management and procurement policies, the science of health promotion and social and behavioural change, social and commercial determinants of health and primary health care and its impact on health outcomes. Knowledge of and experience in monitoring mechanisms for programme goal achievement as well as strategies for achieving the Sustainable Development Goals. Good communication (verbal and written), strategic leadership, project management, presentation, organisation, planning and computer (MS package) skills are required. Candidates should have the ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. The SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Review, update and implement the health promotion policy and strategy. Design and lead the implementation of the National health behaviour change and management of social and commercial determinants of health Frameworks and from partnerships with all relevant stakeholders in this regard. Facilitate the passing and updating of legislation required to create environments for health lifestyles. Facilitate capacity building in provinces towards implementation of the HP policy and strategy. Develop the workforce plan for health promotion and advocate for the development of appropriate human resources for health promotion. Manage the implementation of programmes and campaigns to combat the risk factors of chronic disease. Manage the finances of and resource allocation to the health promotion programme. Manage the human resources assigned to the health promotion programme. Participate in internal and external forums that advance healthy lifestyles. Manage risk and audit queries.
<u>ENQUIRIES NOTE</u>	:	Ms JR Hunter Tel No: (012) 395 8190
	:	Male and female coloured / white / Indian as well as people with disability will be given the first preference.
<u>POST 16/212</u>	:	<u>DIRECTOR: FORENSIC PATHOLOGY SERVICES REF NO: NDOH 8/2025</u> Chief Directorate: Violence Trauma and Emergency Medical Services
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Grade 12 certificate and NQF 7 qualification in Health Science. NQF 8 qualification in Health Science will be an advantage. At least five (5) years' experience at middle/senior management level in health management and forensic medical services. Knowledge of the South African Constitution, 1996, public service regulatory framework, methods and practices relating to Hospital Services, Knowledge and experience in clinical forensic and forensic pathology services. Understanding of the healthcare system and referral pathways and coordinate hospital licensing systems as well as referral pathways locally and internationally. Knowledge of drafting of regulations, guidelines and standards. Good communication (verbal and written), problem-solving, decision-making, analytical, presentation, facilitation, planning, organizing, and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

<u>DUTIES</u>	:	Manage and coordinate clinical streams/disciplines. Develop policy documents (guidelines, standards and inspection tools) on any clinical stream/discipline. Manage forensic pathology services and other clinical streams. Develop data sets and policies for forensic pathology services. Coordinate clinical forensic pathology services and gender-based violence and femicide. Provide secretariat function for Ministerial committees, technical working groups, task teams and/or national coordinating committees related to any clinical stream. Oversee and monitor hospital licensing. Develop and administer licensing policy and/or regulation compliance. Coordination of referral pathways: hospitals and forensic pathology. Liaise with referring authority inside and outside RSA. Provide Secretariate support to ministerial committees, technical working groups, task teams and/or national coordinating committees related to forensic pathology and clinical stream.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8257
<u>POST 16/213</u>	:	<u>DIRECTOR: MEDICAL MALE CIRCUMCISION (MMC) REF NO: NDOH 9/2025</u> Chief Directorate: HIV, AIDS and STIs
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Science as recognized by SAQA. At least five (5) years' experience at a middle/senior management level in policy development, analysis and application and project management as well as experience in MMC environment. Extensive knowledge of HIV/AIDS and TB, public health and clinical approaches. Knowledge of HIV/AIDS combination prevention strategies; medical male circumcision services, partnership coordination, demand creation strategies, district health support services, project management and data management. Knowledge and in depth understanding of the PFMA and treasury regulations. Knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), planning, execution and coordination, strategic planning, leadership, change and knowledge management, problem solving, people management and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Development and implementation of the Men's Health Strategy. Facilitate delivery of the APP targets for Medical Male Circumcision (MMC) and men's health program across provinces and districts. Coordinate planning, implementation, and monitoring to meet annual MMC and men's health targets. Oversee capacity development for medical male circumcision and men's health personnel for quality services and achievement of targets. Conduct training needs assessments and facilitate training workshops. Mentor and support health personnel to ensure adherence to clinical standards. Facilitate integration of medical male circumcision and men's health, condoms distribution, Post Exposure Prophylaxis (PEP) and Pre-Exposure Prophylaxis (PrEP) into traditional initiation practice for scale up of MMC services. Manage prevention of HIV including condoms distribution, PEP and PrEP. Collaborate with traditional leaders and stakeholders to align health and cultural practices. Support business plan development and implementation by provinces. Guide provinces in drafting evidence-based business plans aligned with national strategies. Oversee the medical male circumcision and men's health program quality assurance to minimize adverse events. Implement quality improvement strategies and clinical audits. Analyse data on adverse events and develop corrective action plans. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms G Shabangu Tel No: (012) 395 9157

OTHER POSTS

<u>POST 16/214</u>	:	<u>DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES GRADE 1 (EPIDEMIOLOGY AND SURVEILLANCE) REF NO: NDOH 16/2025</u> This is a re-advertisement. Applicants who have previously applied need to re-apply. Directorate: Epidemiology and Surveillance
<u>SALARY</u>	:	R1 098 111 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A qualification that allows registration with HPCSA in Health Sciences, Epidemiology or Public Health, Biological Sciences / Microbiology or Environmental Health. Postgraduate / Master's in Public Health or Epidemiology and Biostatistics / Biological Sciences / Microbiology or Environmental Health or Field Epidemiology. At least three (3) years' experience after registration with HPCSA as an Assistant Director or equivalent level within the health sector environment. Knowledge of epidemiology and research principles, diagnosis, and treatment of infectious diseases including emerging and re-emerging diseases. Knowledge of Integrated Disease Surveillance and Response (IDSR) frameworks, outbreak investigation and response as well as pandemic prevention preparedness and response. Knowledge of policy development process, One Health Approach framework and experience in monitoring and evaluation of programmes. Strong knowledge of statistical methods and software such as STATA or relevant package. Good communication (verbal and written), presentation, leadership, report writing, co-ordination, epidemiological, time and data management, outbreak investigation, project management, planning, organization and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Manage, review, and update strategies, policies and SOPs relating to integration of disease surveillance and response systems. Manage the development and adaptation of IDSR technical guidelines and EBS SOP. Build and rollout integrated electronic disease surveillance system with capacities for early warning and response to public health threats. Build capacity for surveillance among health care workers across all levels of the health system. Manage the implementation of IDSR (EBS, CBS, IBS) at provincial and district level. Manage pandemic preparedness and response activities. Manage operational risks and compliance associated with the implementation of KRAS.
<u>ENQUIRIES</u>	:	Mr M Khumalo Tel No: (012) 395 8411
<u>POST 16/215</u>	:	<u>DEPUTY DIRECTOR: NUTRITION GRD 1 REF NO: NDOH 20/2025</u> Cluster: Health Promotion Nutrition and Oral Health
<u>SALARY</u>	:	Grade 1: R1 045 446 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 8 qualification in Dietetics or Nutrition that allows registration with HPCSA in the relevant profession (where applicable). A postgraduate qualification (NQF 9) of the above will be an advantage. A minimum of five (5) years appropriate experience after registration with HPCSA as an independent practitioner, experience should be at Assistant Director or equivalent level. Experience in policy development, programme implementation, and stakeholder engagement. Knowledge of relevant Acts, regulations and policies within the department of health that impact on nutrition outcomes. Relevant Acts, policies, regulations, strategies, and programmes outside the department of health related to food and nutrition. Understanding of nutrition care processes, disease-related malnutrition, and therapeutic diets across the life course. Knowledge of South Africa's health system structure and facility-based service delivery models. Principles and standards of food service management in public health establishments. Good organisational, technical and analytical thinking, capacity building, presentation and facilitation, flexibility and adaptability, delegation, conflict resolution, monitoring and evaluation, project management, and communication (written and verbal) skills. Ability to work independently and in a team as well as willingness to travel frequently as required. A valid driver's license.

<u>DUTIES</u>	:	Develop, review and update national policies, strategies, guidelines, clinical protocols, and regulations for facility-based nutrition services. Coordinate and provide technical guidance for the development and update nutrition clinical guidelines to support evidence-based practices in the management of disease-related malnutrition and special dietary needs. Provide technical support to provinces and other departments for the implementation of facility-based nutrition interventions. Manage performance of national nutrition supplementation contracts. Collaborate with internal and external stakeholders to support facility-based nutrition. Manage resource, risk, and audit queries.
<u>ENQUIRIES</u>	:	Ms Rebone Ntsie Tel No: (012) 395 9118
<u>POST 16/216</u>	:	<u>DEPUTY DIRECTOR: FOREIGN WORKFORCE MANAGEMENT REF NO: NDOH 10/2025</u> Directorate: Workforce Management
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and An NQF 7 qualification in Health Science/Organizational Management/Social Sciences/Human Resource Management as recognized by SAQA. Qualification in Training and Development will be an advantage (e.g ODETDP). At least three (3) years' appropriate experience as Assistant Director or equivalent level in Health Science /Organizational Management/ Social Sciences / Human Resource Management. Knowledge and experience in Policy Development, review, and its implementation. Knowledge and experience in dealing with Foreign Workforce Management and Public Health issues would be an added advantage. Knowledge of the relevant legislation e.g. Immigration Act, Refugees Act, Public Service Act and its regulations. Knowledge of legislative frameworks and practices (HR regulatory frameworks Financial, Supply Chain Management. Human Resource Development and Training regulation). Knowledge of 2030 HRH Strategy and Plan. Knowledge in management of foreign health training and qualifications (e.g Cuban Medical Collaboration). Good communication (verbal and written), social mobilization, administrative, programme and project management, financial management, coordinating, research and analytical, planning, organizing, policy development and computer skills (MS Office package).
<u>DUTIES</u>	:	Provide the workforce management support service. Ensure the placement of foreign health professionals who are pursuing post graduate studies (supernumerary registrars). Facilitate the recruitment and placement of foreign health professionals and NMFC students. Ensure applications for endorsement letters are processed accurately in accordance with South African legislation and regulations. Ensure the management of all aspects of government agreements. Ensure efficient and effective management of government-to-government recruitment agreement. Develop and oversee the maintenance of a comprehensive foreign workforce and NMFC students HR database. Review procedures and guidelines for applications. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Mr. S Sodladla Tel No: (012) 395 9758
<u>POST 16/217</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION (CCOD CLAIMS) REF NO: NDOH 11/2025</u> Directorate: Compensation Commissioner for Occupational Diseases
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	An NQF7 in Financial Management/ Financial Accounting / Financial-related qualification as recognized by SAQA. At least three (3) years experience at Assistant Director or equivalent level in financial management/ fund management/claims management/administration services. Knowledge and sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), coordination, strategic capability and leadership, project management, budget and financial management, decision making, planning and organising, problem solving, people

		management skills and computer skills (MS Office package). Ability to work independently and under pressure. A valid driver's license.
<u>DUTIES</u>	:	Management and supervision of claims section to ensure effective management of claims processes. Ensuring availability of sufficient resources for effective and smooth running of operations and ordering of supplies in the unit when necessary. Outreach activities and support projects set by the Commissioner including supporting occupational health centres. Provide awareness, training and support to Ex-mine workers and mine workers on Compensation and ODMWA. Preparation of audit and respond to all findings; report on actuarial valuation of the fund; preparation of the annual reports. Ensure procurement of the vendor on Actuarial valuation. Performance monitoring and reporting. Prepare and present monthly and quarterly reports to National Department of Health, Department of Monitoring and Evaluation and Legislated Committees. Ensure Management of all legislated committees. Manage resources, audit and risk management. Ensure safety and confidentiality of the information and documents in the office of the Commissioner.
<u>ENQUIRIES</u>	:	Ms T Mama Tel No: (011) 356 5650
<u>POST 16/218</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: NDOH 12/2025</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF 7 qualification in Public Management/Administration/Supply Chain Management/Logistics Management/Purchasing Management or Financial/ Accounting as recognized by SAQA. At least three (3) years' working experience at Assistant Director/ equivalent level in Supply Chain Acquisition environment. Experience in the functioning of various bid committees. Knowledge of the Constitution of the RSA, 1996, Public Service Act and Regulation 2023 as amended. Knowledge of government systems and structures and Contract Management framework and guidelines. Knowledge and good understanding of PPPF, PFMA and Treasury Regulations. Good communication (verbal and written), presentation, interpersonal, organizing, project management, analytical, planning, organizing, conflict management, problem solving and decision making and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Overseeing proper and timely acquisition of goods and service through quotations and bids. Ensure invitation of quotations through central supplier database. Manage all procurement contracts. Ensure the updating and maintaining of an accurate contract register. Manage the staff of the Sub-Directorate: Demand and Acquisition Management. Establish, implement and maintain efficient and effective communication arrangements. Management of risks and audit queries internal and external. Coordinate and respond to all queries within the prescribed timeframes. Management of risks and audit queries internal and external. Collate, verify and authenticate all audit information and other oversight bodies. Manage effective supply chain demand management. Monitor quarterly procurement plan progress and ensure various bid committees are appointed. Ensure proper keeping of all records. Ensure that all procurement transactions or bids or quotations are safely stored.
<u>ENQUIRIES</u>	:	Mr M Botha Tel No: (012) 395 8909
<u>POST 16/219</u>	:	<u>DEPUTY DIRECTOR: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT) REF NO: NDOH 13/2025</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Maternal and Neonatal Health. Pretoria.
	:	A Grade 12 certificate and NQF 7 qualification in Health Science /Advanced Midwifery and Neonatal or Community Nursing Science. Registration with a relevant body or council. A postgraduate (NQF 8) qualification in Health Science/Public Health will be an advantage. At least three (3) years' experience at Assistant Director or equivalent level in maternal, child and women's health

		services and programming. Knowledge and good understanding of Public Service legislation; National Health Act 2003 (Act no 61 of 2003), Public Financial Management Act. Knowledge of policy formulation and implementation and operational and strategic management. Good communication (verbal and written), interpersonal relations, planning, organizing, co-ordination, problem solving, analytical and computer skills (MS Office package).
<u>DUTIES</u>	:	Oversee the implementation of programmes and intervention aimed at reducing vertical transmission of HIV and other infections in line with global and national targets. Facilitate and support training workshops to create awareness of policies and guidelines. Strengthen the monitoring and evaluation of the PMTCT programme through ongoing programme implementation assessment and provincial support. Coordinate analysis of data to assess programme performance. Strengthen integration of PMTCT into existing maternal health services and sexual and reproductive health and primary health care programmes. Facilitate meetings with internal and external stakeholders. Consolidate all programme reports and reporting. Manage resources, risk and audit queries. Ensure capacity and development of staff and monitor performance.
<u>ENQUIRIES</u>	:	Ms Ellence Mokaba Tel No: (012) 395 9462
<u>POST 16/220</u>	:	<u>DEPUTY DIRECTOR: DISTRICT AND DEVELOPMENT REF NO: NDOH 14/2025</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Directorate: District and Development. Pretoria.
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences/Monitoring and Evaluation as recognized by SAQA. An NQF 8 qualification in the above fields will be an advantage. At least three (3) years' experience in District Health System development at Assistant Director or equivalent level. Experience in Health services management including district hospitals, rendering Primary Health Services and related programmes integration, project co-ordination and management in public health field/ arena and monitoring the implementation of Primary Health Service delivery. Knowledge and understanding of the District Health System (DHS) development, Primary Health Care (PHC), District Hospital Management, District Health Information System (DHIS) and National Indicator Data System (NIDS). Thorough knowledge of Performance Monitoring and Evaluation system, general management of human and financial resources, health services planning and management and Project management. Good communication (verbal and written), policy development, analysing, coordination, facilitation, financial management, planning, organizing, project coordination and Management, leadership, problem solving, monitoring and evaluation, research and computer skills (MS Office package). Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide technical support in district health system (DHS) development. Co-ordinate and support the implementation of District Health Policy Framework and strategy (DHS-PFS) execution plans. Monitor and evaluate impact of DHS implementation. Monitor performance objectives of District Health Services, including plans, expenditure reviews using DHIS outcome data. Manage DHS related intersectoral collaboration and integrated service delivery. Support implementation of a framework for addressing Social Determinants of Health. Manage donor funded projects. Develop Terms of Reference (TORs) and work-plans for relevant projects to fast-track project implementation.
<u>ENQUIRIES</u>	:	Ms C Ngoepe Tel No: (012) 395 8184
<u>POST 16/221</u>	:	<u>DEPUTY DIRECTOR: HOSPITAL INFORMATION MANAGEMENT REF NO: NDOH 15/2025</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Directorate: Hospital Management. Pretoria.
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Information Management or Information Management/Science as recognized by SAQA. An

		NQF 8 qualification in Health Information Management or Information Management/Science will be an advantage. At least three (3) years' appropriate experience in hospital information management at Assistant Director or equivalent level. Experience in policy development and project management. Sound and in-depth knowledge of prescripts on health information management and understanding of the legislative framework governing the Public Services. Good communication (verbal and written), presentation, analytical thinking, planning and organising, research and development, change and diversity, and computer skills (MS Office package). Ability to assist end-user and management training at hospital level. Ability to assist end user and management training at hospital level. Ability to work with senior management at National and Provincial levels. Extensive travelling involved. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement, and monitor the implementation of minimum dataset for hospitals - national indicator data set. Maintain and improve the use of information in hospitals, including support improvement in the quality of information used for decision making. Facilitate the development of management and skill in hospital information management. Management of risk and audit queries. Provide support to health facilities in preparing them for the audit of performance information by Auditor General South Africa. Provide management with information to use for planning and decision making and to improve accessibility of information. Collaborate with the health information for planning and decision making. Provide support to monitoring and evaluation of key hospital performance indicators.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8296
<u>POST 16/222</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: NDOH 17/2025</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF level 7 qualification in Health Science/Monitoring and Evaluation. Postgraduate Diploma/Degree in Infection Prevention and Control will be an advantage. At least three (3) years' experience at Assistant Director level or equivalent level in clinical care management, including healthcare programs as well as experience in quality assurance and Infection Prevention and Control. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary Code and Procedure. Knowledge of principles and methodologies of Quality Assurance and Continuous Quality Improvements (QCI) as well as the public service legislation and frameworks. Good communication (verbal and written), interpersonal, planning, organizing, financial management, technical, facilitation, analytical, problem solving, decision making and computer skills (MS Office packages). Ability to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Provide guidance and oversight to ensure successful implementation of infection prevention and control strategic framework. Develop various tools and methods to improve infection control practices. Provide mentoring to managers and staff on infection prevention and control to improve quality of health services. Formulate new, review and revise existing norms, standards and indicators for the delivery of health services in relation to infection prevention and control. Facilitate and integrate service delivery in terms of infection prevention and control within and between health establishments and services. Manage resources, risk and audit queries.
<u>ENQUIRIES</u>	:	Ms CM Mbuyane Tel No: (012) 395 8915
<u>POST 16/223</u>	:	<u>DEPUTY DIRECTOR: CHILD HEALTH REF NO: NDOH 18/2025</u> Directorate: Child Youth and School Health
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF Level 7 qualification in Nursing Education / Community Nursing / Nursing Management/General, Community, Psychiatry and/or Midwifery). An NQF level 8 qualification in Public Health/Health Science will be an advantage. At least three (3) years' experience within child health environment at an Assistant Director or equivalent level. Knowledge of relevant policy guidelines and legislations, Batho Pele principles, knowledge of Public Health operating procedures. Good communication (verbal and written), planning, management, organization, training, facilitation, interpersonal, financial management and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Coordinate planning, development, printing, distribution, and implementation of operational plans, policies, guidelines, norms and standards for child health programmes. Provide leadership in the prioritization of activities for the sub-directorate. Coordinate and facilitate implementation of quality child health at primary health care and hospital level. Provide technical support (mentoring) to the provinces on the implementation of child health programme. Liaise with internal and external role-players in the implementation of the convention of the rights of the child and the National Programme of Action (NPA) for children. Collaborate with relevant sectors on the implementation of the integrated Policy on ECD including the Road to Health Booklet (RTHB). Facilitate monitoring and evaluation of the child health programme.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>POST 16/224</u>	:	<u>DEPUTY DIRECTOR: COMPREHENSIVE CARE, MANAGEMENT, TREATMENT AND SUPPORT (CCMT) REF NO: NDOH 19/2025</u> Directorate: Child and Youth Health
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences. A postgraduate qualification (NQF 7) in Public and/or Child Health will be an advantage. At least three (3) years' experience in health care as Assistant Director or equivalent level. Knowledge and training in the integrated Management of Childhood Illness strategy (IMCI). Knowledge and experience in managing children infected and/or affected by HIV and AIDS, Antiretroviral Treatment (ART) and Children with TB. Knowledge of the National Strategic Plan for HIV, TB and STIs (2023-2028). Knowledge of National Policy for adolescent and youth health (2017). Knowledge of sexual and reproductive health, mental and substance abuse and healthy lifestyle. Knowledge of communicable and non-communicable diseases and the integrated school health services. Knowledge of relevant legislative framework. Good communication (verbal and written), coordination, analytical, research, leadership, management and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Manage the child and adolescent CCMT sub-directorate. Facilitate the development of policies, guidelines, strategies protocols, norms and standards for child and adolescent CCMT. Coordinate the preparation and approval of country and provincial Global Alliance Plans. Support the development of communication, advocacy and social mobilisation strategies and materials for child and adolescent CCMT. Liaise with internal and external stakeholders on the implementation of strategies and initiatives for early identification, management, treatment and retention to care for children and adolescents in line with the national targets. Coordinate monitoring and evaluation of child and adolescent CCMT programme. Coordinate the preparation of responses for audit queries and risk management in collaboration with MCWH, HIV & AIDS and TB programme.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>NOTE</u>	:	African male, Coloured male and female, White male and female, Indian male and female as well as people with disabilities (PWDs) as per Employment Equity target.

<u>POST 16/225</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE I REF NO: NDOH 21/2025</u> Chief Directorate: Environmental and Port Health Services
<u>SALARY</u>	:	R638 856 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Environmental Health and Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. An NFQ 7 qualification in Environmental Health will be an advantage. At least five (5) years' appropriate experience after registration with HPCSA, of which three years must be appropriate experience in Management (i.e. Chief Environmental Practitioner or equivalent). Knowledge and experience in policy development. Knowledge of related legislation, policies, strategies and norms and standards applicable to environmental and port health. Knowledge of project management, stakeholder engagement, monitoring and evaluation. Knowledge in developing guidelines and training. Good communication (verbal and written), analytical, research, planning, organizing, negotiation, conflict management and computer skills (MS Office package). Must be willing to work overtime and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Develop and revise Environmental Health and Port Health related policies, legislation, strategies and relevant norms and standards. Conduct literature review and draft the regulations and norms and standards. Facilitate the publication of approved policies and legislation in the government gazette. Monitor and support the implementation of the Environmental Health and Port Health related policies, legislation, strategies and relevant norms and standards. Provide support in planning for the audits and execution of the plans. Identify training needs in the Border Management Authority (BMA). Implement the licensing and permitting function in the cluster. Facilitate the verification, approval and issuance of the licenses and permits. Manage permits and license records. Facilitate health promotion related activities. Coordinate and support in planning of awareness raising campaigns and events in observance of environment and health calendar days.
<u>ENQUIRIES</u>	:	Ms APR Cele Tel No: (012) 395 8522 / 8520
<u>POST 16/226</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCE GRADE I REF NO: NDOH 23/2025</u> Directorate: Epidemiology and Surveillance
<u>SALARY</u>	:	Grade 1: R638 856 - R707 625 per annum, as per the OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF 6 qualification that allows registration with the Health Profession Council of South Africa (HPCSA) in Epidemiology/Biological Science or Environmental Health. Registration with the HPCSA. Postgraduate qualification in Public Health/Epidemiology and Biostatistics or Epidemiology will be an advantage. At least three (3) years' appropriate experience after registration with the HPCSA in supervisory level within the health sector environment preferably at the hospital level. Knowledge and experience in monitoring and evaluation of programmes. Knowledge of the Constitution of the Republic of South Africa, National Health Act 61 of 2003, Public Service Act of 1994, Regulations Relating to the Surveillance and Control of Notifiable Medical Conditions, International Health Regulations of 2005 with relevant core-capacities. Knowledge of epidemiology and surveillance principles, diagnosis, treatment and management of Healthcare Associated or Acquired infections (HAIs). Knowledge of vital registration processes especially those relating to Births and Death Registrations. Strong knowledge of statistical methods and software such as STATA or relevant package. Knowledge of data management, data quality audits and data improvement practices. Knowledge of Infection, Prevention and Control practices. Good communication (verbal and written), Co-ordination skills, Project management, interpersonal, planning and organizational, Analytic, Time management, Data management and computer skills (MS Office package). Ability to work well under pressure and independently whilst integrating tasks with team members. A valid driver's license.
<u>DUTIES</u>	:	Support the development and updating of IDSR Strategies, Technical Guidelines (TGs), Standard Operating Procedures (SOP). Coordinate and manage meetings with stakeholders on IDSR strategies, TGs, SOPs

		developments. Strengthen Health Facility Based Surveillance System. Conduct trainings to hospitals as part of strengthening HFEBS (Hospital Acquired Infections (HAIs)). Manage and improve quality of surveillance data. Monitor the use of eIDSR and prepare public health intelligence reports. Monitor IDSR (HFEBS) implementation and rollout. Conduct monitoring and supervisory support visits to hospitals on HAIs surveillance and on mortality surveillance systems. Support pandemic preparedness and response activities. Support during outbreak investigation and response.
<u>ENQUIRIES</u>	:	Mr Mbhekiseni Khumalo Tel No: (012) 395 8150
<u>NOTE</u>	:	Please note that Male and Female applicants from the Coloured, and Indian communities as well as persons with disabilities are encouraged to apply
<u>POST 16/227</u>	:	<u>ASSISTANT DIRECTOR: NUTRITION GRADE I REF NO: NDOH 25/2025</u> Directorate: Nutrition
<u>SALARY</u>	:	R638 856 per annum as per OSD, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF 8 qualification in Dietetics or Nutrition that allows registration with HPCSA in the relevant profession (where applicable). At least three (3) years appropriate experience after registration with the HPCSA as an independent Dietitian or Nutritionist. Experience should be at Chief Dietitian or Nutritionist or equivalent level. Knowledge of health system and supporting structures in South Africa, relevant Acts, regulations, policies, strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes as well as programmes outside the department of health related to food and nutrition. Knowledge of nutrition across the life cycle, the science of nutrition, social, economic, environmental and commercial determinants of health and its impact on nutrition and health outcomes, research methodologies for data collection, analysis and presentation, use of current evidence-based nutrition for improving nutrition outcomes. Knowledge of policy, strategy, guideline and training manual development and review process, the principles of a human rights framework and effective monitoring and evaluation. Good communication (verbal and written), training and facilitation, teamwork and teambuilding, flexibility and adaptability, networking and collaboration, negotiation, advocacy, problem-solving, initiative and creativity, time management and computer skills (MS Office package). Ability to work independently and in a team as well as willingness to travel frequently as required. A valid driver's license.
<u>DUTIES</u>	:	Support the implementation of food and nutrition security interventions to address hunger, food insecurity and malnutrition in vulnerable populations. Assist in assessing the food and nutrition security situation in the target population. Support the development, review, dissemination and implementation of evidence-based South African Food-Based Dietary Guidelines (SAFBDG). Establish nutrition research and surveillance system to inform evidence-based policies and interventions for improving population health and nutrition outcomes. Collaborate with various stakeholders, including government agencies, research institutions, non-governmental organizations, and international bodies to enhance the quality and scope of research and surveillance. Identify the specific training needs of stakeholders involved in nutrition programs, including policymakers, healthcare professionals, community health workers, and civil society. Conduct capacity building and training initiatives related to food and nutrition security, SAFBDG, and the nutrition surveillance system to ensure the successful implementation and long-term sustainability. Collaborate with and provide technical support to relevant internal and external stakeholders on food and nutrition security and food-based dietary guidelines, including program plan, implementation, monitoring and evaluation.
<u>ENQUIRIES</u>	:	Ms Rebone Ntsie Tel No: (012) 395 9118
<u>POST 16/228</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 22/2025</u> Directorate: Medical Bureau for Occupational Diseases (MBOD)
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and appropriate NQF 6 qualification in Public Administration/Public Management / Business Administration/Business Management / Office Administration/Office Management. An NQF 7 in the

		above qualifications will be an advantage. At least two (2) years' experience as a supervisor in administration and claims management. Knowledge and application of government policies and procedures, Batho-Pele principles, Public Finance Management Act (PFMA) and other financial management and associated prescripts. Good communication (verbal and written), project management, interpersonal, leadership, innovative, conflict management and computer skills (MS Office package). Ability to work well under pressure and independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Management and supervision of personnel. Monitor that there are sufficient resources to effectively smooth operations and order supplies in the unit when necessary. Project management: Management and administration of outreach programmes. Assist in the provision of coordinating, planning, organizing and monitor of outreach awareness and provide support to service providers on the benefit medical examination process in Provinces and SADC. Management and administration of the benefit medical examination process of active and ex-employees in accordance with the Occupational Diseases in Mines and Works Act (ODMWA). Support the office with transversal services and technical support administration functions. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms D Leseyane Tel No: (011) 356 5669
<u>POST 16/229</u>	:	<u>ASSISTANT DIRECTOR: CHILD YOUTH AND FAMILY MENTAL HEALTH</u> <u>REF NO: NDOH 24/2025</u> Directorate: Mental Health and Substance Abuse
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health or Social Sciences as recognized by SAQA. Registration with a relevant statutory council as a Mental Health Care Practitioner. A postgraduate (NQF 8) qualification in Public Health will be an advantage. At least three (3) years' experience in mental health services delivery as a Mental Health Care Practitioner at supervisory level. Experience in policy development will be an added advantage. Knowledge of relevant legislation and policies in child, youth and family mental health (Mental Health Care Act, Child Justice Act, Sexual Offences Act, Mental Health Policy Framework and Strategic Plan, School Health Policy, Inclusive Education policy etc) and other applicable health and related policies and legislation. Knowledge of clinical mental health/psychiatry and understanding of National Health Act. Knowledge and understanding of policies and legislative framework governing the Public Service. Good communication (verbal and written), planning, organizing, financial management, project management, monitoring and evaluation, analytical, problem solving and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Develop strategies, programmes, plans and interventions on child, youth, and family mental health, prevention of mental disorders, promotion of mental health and advocacy for mental health. Implement legislation, regulations, policies, policy guidelines, strategies, programmes, plans, interventions, norms and standard that focus on child, youth and family mental health, promotion of mental health, prevention of mental disorders and advocacy for mental health in the population especially among the vulnerable and at risk groups. Support provinces in the implementation of relevant legislation, policies, policy guidelines, strategies, plans, programmes and interventions. Provide support on provincial initiatives in the area of mental health promotion, prevention and advocacy. Collaborate and liaise with, intersectoral, interdepartmental and intradepartmental stakeholders in the area of child, youth and family mental health, promotion of mental health, prevention of mental disorders and advocacy. Identify and support national NGOs working in the field of mental health promotion, advocacy, mental health promotion and prevention of mental illness. Implement activities aimed at educating the general public and target groups and raising awareness on mental health. Manage risk and audit queries. Monitor budget allocated to projects.
<u>ENQUIRIES</u>	:	Dr AD Shiba Tel No: (012) 395 8043
<u>POST 16/230</u>	:	<u>ASSISTANT DIRECTOR: CCMT REF NO: NDOH 26/2025</u> Directorate: Child and Youth Health
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF6 qualification in Health Sciences. At least three (3) years' experience in nursing, primary health care, and in managing children infected and/ or affected by HIV and AIDS and /or TB. Knowledge of the HIV, TB and STIs National Strategic Plan (2023-2028). Knowledge and training in Integrated Management of Childhood Illness (IMCI) Strategy. Knowledge and understanding of Comprehensive HIV and AIDS Care, Management, Treatment and Support (CCMT) plan for children and adolescents. Knowledge of relevant legislative framework. Good communication (verbal and written), innovation, interpersonal and computer skills (MS Office package). Ability to identify, support researchable areas and utilize findings appropriately. A valid driver's license.
<u>DUTIES</u>	:	Provide support in the management of child and adolescents CCMT sub-directorate. Provide technical support on the implementation of policy guidelines, protocol, norms and standards for children infected and or affected by HIV and AIDS. Liaise with various stakeholders on TB and HIV related issues. Provide support on programme for children made vulnerable or orphaned due to HIV and AIDS. Facilitate and support the implementation of community initiatives on CCMT for child and adolescents' health. Assist with the development of a social mobilisation plan for children infected and or affected by HIV and TB. Assist with the implementation of strategies and initiatives for early identification, management, treatment and retention to care for children and adolescents in line with the national targets. Compile, review and present proposal for programme financial support from various donor funders (e.g. CDC and Global Fund). Assist with monitoring and evaluation of the implementation of paediatric and adolescents HIV and TB Programmes.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>POST 16/231</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NDOH 27/2025</u> Directorate: Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus competitive benefits) Pretoria
	:	A Grade 12 certificate and an NQF 6 qualification in Work-Study/Management Services/Operational Management or Production Management as recognized by SAQA. An NQF 7 qualification in the above fields will be an advantage. At least two (2) years' experience in organizational development practices and processes; business process engineering, job descriptions development, work study techniques, job evaluation procedures, system and methods as well as work study investigation at a Senior OD Practitioner or equivalent level. Sound and in-depth knowledge of relevant prescripts and application of work study techniques and job evaluation system as well as understanding of the legislative framework governing the Public Service. Knowledge and thorough understanding of policy formulation and co-ordination. Good communication (verbal and written), negotiation, people management, economical analysis/financial management, analytical, presentation, interviewing, interpersonal, problem solving, planning, organizing, facilitation, co-ordination and computer skills (MS Office package). Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Conduct job analysis and job evaluation of posts in accordance to the public service regulations; and identify posts in accordance to approved Occupation Specific Dispensation (OSD) resolutions. Receive, acknowledge and prioritise requests for jobs to be evaluated. Undertake organization and post establishment investigations and advise management in this regard. Arrange meetings with relevant clients to gather relevant information regarding their request and conduct the investigation and research on findings and recommendations. Coordinate the development of job descriptions. Conduct research on the contents of the job and benchmark with other government departments/ provinces and develop the draft job description. Provide management advisory service to the management of the department regarding departmental filing system, office layout and form design and control. Conduct form design investigations and compile form design investigation report to supervisor. Conduct business process redesign investigation. Conduct monitoring and evaluation regarding the implementation of the Business Process Redesign. Manage databases for job evaluation, job descriptions and work study investigations. Ensure regular update and monitoring on the Job

		Evaluation database. Manage resources (physical and human). Monitor and ensure effective and efficient co-ordination of activities.
<u>ENQUIRIES</u>	:	Ms M Segale Tel No: (012)395 8590
<u>POST 16/232</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: NDOH 28/2025</u> Directorate: Performance Management and Corporate Human Resource Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus competitive benefits) Pretoria
	:	A Grade 12 certificate and An NQF 6 qualification in Human Resources Management/ Development/Public Management/Public Administration or Management related qualification as recognized by SAQA. At least three (3) years' experience in Performance Management and Development System (PMDS) on the level of Senior HR Practitioner or equivalent level. Sound and in-depth knowledge of relevant prescripts and application of human resources policies as well as understanding of legislative framework governing the Public Service. Broad knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of performance management policies and procedures. Good communication (verbal and written), problem solving, planning, organizing, coordination and computer skills (MS office package). Ability to work in a highly pressured environment and driven by sense of urgency to meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Develop a system for monitoring and evaluation of performance management and development system. Manage the department's performance with regard to monitoring and evaluation of Performance Management. Develop and manage database pertaining to employee performance management and development as well as probation. Compile the monthly reports regarding the submission of performance management reports (i.e. performance agreements, quarterly reviews, annual performance assessments). Ensure effective management of PMDS and probationary information. Monitor the signing of the performance agreements within the Department. Develop partnerships and network with relevant stakeholders. Monitor the administration of performance rewards, penalties and expenditure. Provide expert advisory and administrative support to line managers pertaining to PMDS matters. Manage resources, risk and audit queries.
<u>ENQUIRIES</u>	:	Mr M Majola Tel No: (012)395 9505
<u>POST 16/233</u>	:	<u>ASSISTANT DIRECTOR: MATERNAL AND NEONATAL HEALTH REF NO: NDOH 29/2025</u> Directorate: Maternal and Neonatal Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus competitive benefits) Pretoria
	:	A Grade 12 certificate and NQF 6 qualification in Nursing or Advanced Midwifery Nursing. At least three (3) years' appropriate experience in Maternal and Neonatal Health environment. Knowledge of relevant prescripts and understanding of the legislative framework governing the public services. Knowledge of the National Health Act, policy analysis and development and strategic planning. Good communication (verbal and written), problem solving, interpersonal relations, conflict management, leadership, time management and computer skills (MS Office package).
<u>DUTIE</u>	:	Render technical support and ensure proper implementation of maternal and neonatal health national policies and guidelines at all levels of care. Facilitate and support training workshops to create awareness of policies and guidelines. Support provinces in the provision of quality intrapartum and postpartum care through establishment of outreach and quality improvement programmes. Strengthen postnatal care through training workshops and onsite support visits. Liaise with stakeholder on matters relating to maternal and neonatal health. Facilitate inclusion of key maternal health strategies for improving the quality of care into academic institutions' curricula. Participate and support initiatives aimed at empowering communities with regards critical periods of pregnancy, child birth and child rearing. Identify and provide support for community empowerment programmes around maternal and neonatal health issues at district level. Management of resources risk and audit.
<u>ENQUIRIES</u>	:	M Ellence Mokaba Tel No: (012) 395 9462

<u>POST 16/234</u>	:	<u>ICT GOVERNANCE RISK AND COMPLIANCE ANALYST REF NO: NDOH 30/2025</u> Directorate: Information Communication and Technology
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF 6 qualification in Information Technology as recognized by SAQA. ITIL Foundation certificate and COBIT 5-Foundation certificate. At least two (2) years' experience in Information and Communication Technology. Experience should include ICT Support, network directory and authentication services and working with systems like LDAP, Active Directory, e-Directory, Microsoft environment support and LAN (Local Area Network). Knowledge of ICT Governance, Risk, Security, Compliance and Continuity methodologies and practices, computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals as well as knowledge of the OSI model, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, organization, analytical, problem solving and computer skills.
<u>DUTIES</u>	:	Manage ICT governance, risk, compliance and continuity. Provide support for ICT Policy Development, Review and implementation, Aggregate, process, and distribute compliance-related data. Manage customer relation. Provide assistance to ICT Stakeholders to maintain compliance to ICT Governance principles and standards. Conduct ICT governance risk compliance and continuity research. Provide assistance with research, idea management and innovation management. Monitor and report continuity on ICT governance, risk and compliance. Evaluate organizational compliance performance and establish Governance, Risk and Compliance (GRC) Systems, Dashboard, Monitoring and Reporting capability. Manage ICT risks and audit queries. Establish contingency plans with backup resources and accommodations for prospective automated business processes.
<u>ENQUIRIES</u>	:	Mr A Mabuza Tel No: (012) 395 8647
<u>POST 16/235</u>	:	<u>SENIOR STATE ACCOUNTANT (FINANCE) REF NO: NDOH 31/2025</u> Cluster: Compensation Commission of Occupational Diseases
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Braamfontein
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF 6) in Financial Management or Accounting as recognised by SAQA. A Bachelor's degree (NQF 7) in Financial Management or Accounting will be an advantage. At least two years' experience in claims finance environment. Knowledge and application of Public Finance Management Act (PFMA), Treasury Regulations, and ODMWA, IFRS/GRAP standards and Pastel Evolution accounting system. Good communication (verbal and written), analytical, interpersonal, numeracy and computer skills (MS Office packages).
<u>DUTIES</u>	:	Checking, provisional approval and capturing of payments. Verify accuracy of payments information against claimant files. Capture verified payments onto bank payments system for approval by director. Approval of payment transactions on pastel evolution system. Verify the accuracy of payments transactions captured on pastel evolution system against the source documents. Calculation of accrued interests. Monthly calculate interests on rejected claims payments. Preparation of monthly reconciliations. Reconcile creditors sub-ledgers to general ledger. Preparations of monthly reports. Prepare the expenditure section management report for management meetings. Liaise with banks and other stakeholders. Attend to all payments queries from claimants.
<u>ENQUIRIES</u>	:	Mr M Maswanganye Tel No: (011) 356 5605 / 0793888462
<u>POST 16/236</u>	:	<u>PERSONAL ASSISTANT REF NO: NDOH 32/2025</u> Cluster: Office of the Deputy-Director General: Hospitals Tertiary Service and Human Resource Development
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Diploma/National Diploma (NQF 6) in Office Administration / Management / Business Management/Administration and/or Management Assistant/Secretarial Diploma as recognised by SAQA. At least three (3) years' experience rendering a support service to the Chief Director or equivalent level. Knowledge and experience in general office and provisioning administration, Microsoft office, Public Service Regulations and Act, and understanding of financial and procurement legislation. Good communication (verbal and written), telephone etiquette, organisational, high level of reliability, planning, grooming and presentation, self-management and motivation, basic knowledge of financial administration, and computer skills (MS Office packages). Ability to act with tact and discretion, work independently and with a team.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support services to the manager. Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Rendering administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Provide support to the manager regarding meetings. Supports the manager with the administration of the manager's budget.
<u>ENQUIRIES</u>	:	Dr MP Mahlati Tel No: (012) 395 9709
<u>POST 16/237</u>	:	<u>LOGISTICS OFFICER: MOBILE COMMUNICATION AND PHOTOCOPY LEASES REF NO: NDOH 33/2025</u> Directorate: Supply Chain management
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 in Public Management/Finances, Logistics, Supply Chain Management or Financial Management. At least one (1) year' experience in managing mobile communication services or photocopy leases. Knowledge of the Public Finance Management Act, Treasury Regulations, and government policies. Knowledge of LOGIS and Basic Accounting System. Knowledge of transversal contracts RT3 and RT15. Good communication (verbal and written), problem solving, supervisory, leadership and computer skills (MS Office package). Ability to work under pressure.
<u>DUTIES</u>	:	Monitor the timely opening of new voice and data contracts, upgrading of contracts as well as the timely closing/delinking of contracts. Verify that appropriate devices are provided in terms of RT15-2021. Keep schedule of all voice and data invoices received and continually monitor that all the invoices are paid timely. Monitor the timely capturing and approving of cellular and photocopy lease invoices. Assist Units with procurement of photocopy/shredding machine leases. Contract management of voice/data contracts and photocopy/shredding machine leases. Monitor that all voice and data contracts of officials leaving NDoH are timely cancelled/migrated. Supervise subordinate.
<u>ENQUIRIES</u>	:	Mr M Makongwana Tel No: (012) 395 8986
<u>POST 16/238</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: NDOH 34/2025</u> Directorate: Asset Management
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF4). An NQF 6 qualification in Logistics/Assets/Finance/Accounting/Supply Chain Management will be an advantage. At least three (3) years' experience within Supply Chain and overall Assets and Fleet Management. Thorough knowledge of transversal systems (Logis & BAS), PFMA and Public Service Act/Regulations. Good communication (verbal and written), time management, leadership, teamwork interpersonal relations, and computer skills (MS Office package).
<u>DUTIES</u>	:	Supervise and render asset management clerical services. Ensure that assets are properly accounted for in the Asset Register: update new additions movements, transfers, disposal and complies with National Treasury Guidelines. Handle risk and audit query. Ensure, compile and avail monthly reconciliation records to be submitted to Finance Section. Supervise and undertake fleet services. Ensure reconciliation between all systems, maintain

the NDOH asset register and individual inventories by recording updates in respect of additions, movements, dispose of written off assets of losses, manage and undertake physical stock take. Supervise human resources/staff. Allocate and ensure quality of work. Collect, verify, and authenticate information for financial statements inputs and other oversight bodies. Collect, verify and authenticate information for Financial Statements input and attend to Audit Queries.

ENQUIRIES : Mr M Mahlangu Tel No: (012) 395 8647

POST 16/239 : **REGISTRY CLERK – PRODUCTION REF NO: NDOH 35/2025**
Directorate: Human Resource Administration

SALARY : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 qualification. Records management certificate and experience in achieving will be an advantage. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. Understanding of the legislative framework governing the Public Service and registry. Knowledge of storage and retrieval procedures in terms of the working environment. Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.

DUTIES : Provide registry counter services. Attend clients, handle telephonic and other enquiries received. Handle incoming and outgoing correspondence. Receive all mail, sort, register and dispatch mail. Render effective filing and record management service. Opening and closing files according to record classification system. Operate office machines in relation to the registry function. Open and maintain franking machine register. Undertake spot checks on post to ensure no private post is included. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution.

ENQUIRIES : Mr D Morodi Tel No: (012) 395 8581

POST 16/240 : **SECRETARY REF NO: NDOH 36/2025**
Directorate: Environmental Health

SALARY : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 (NQF 4) with typing as a subject or any other training course/ qualification that will enable the person to perform the work satisfactorily. NQF 5 in Office Management/Administration / Management Assistant and/or Secretarial Diploma will be an advantage. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone, computer literacy, high level of reliability and good communication (written and verbal) skills.

DUTIES : Provides a secretarial/ receptionist support service manager: Receives telephones calls and refers calls to the correct role players if not meant for the relevant manager. Provides a clerical support service to manager. Liaise with travel agencies to make travel arrangements and checks arrangements when the relevant documents are received. Remains up to date with regard to prescripts/ policies and procedures applicable to his/ her work terrain. Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms B Makhafola Tel No: (012) 395 8527 / 8802

POST 16/241 : **SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 37/2025**
Directorate: Asset Management

SALARY : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF4) and NQF 6 qualification in Logistics/Assets/Finance/ Accounting/Supply Chain Management will be an advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), time management, leadership, teamwork interpersonal

		relations, and computer skills (MS Office package). Ability to prioritise and organise, working under pressure and working with a team.
<u>DUTIES</u>	:	Reconcile asset register. Capture asset register on BAS, Asset ware and Logis System. Render asset management clerical services. Check and issue furniture, equipment and accessories to components and individuals. Capture journals for disposal items and assets register. Capture journals for misallocation, compiling and avail monthly reconciliation records to be submitted to finance section. Assist with audit queries within area of work.
<u>ENQUIRIES</u>	:	Mr M Mahlangu Tel No: (012) 395 8647
<u>POST 16/242</u>	:	<u>DRIVER REF NO: NDOH 38/2025</u> Directorate: Medical Bureau for Occupational Diseases
<u>SALARY</u>	:	R163 680 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent). At least one (1) year driving experience. Knowledge and procedures to perform messenger functions and do routine office administrative support function. Knowledge of physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Good people skills. Ability to read/write. Ability to interpret and follow operating manuals, maintenance manuals and service charts. A valid driver's license (with PDP).
<u>DUTIES</u>	:	Perform driver functions. Drive light and medium motor vehicle to transport passenger and deliver other items (mail and documents). Do routine maintenance on allocated vehicle and report defects timely. Complete all the required and prescribe records and logs books with regards to with regards to the vehicle and the good handled. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry. Render a clerical support/messenger and related items in the office.
<u>ENQUIRIES</u>	:	Ms D Leseyane Tel No: (011) 356 5669
<u>POST 16/243</u>	:	<u>DRIVER: (HEAVY DUTY) REF NO: NDOH 39/2025 (X2 POSTS)</u> Directorate: Support Services (Five Year Contracts)
<u>SALARY</u>	:	R163 680 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent). At least five (5) years' experience driving heavy duty vehicles. Knowledge of physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Good people skills. Ability to read/write. Ability to interpret and follow operating manuals, maintenance manuals and service charts. A valid driver's license (Code EC/14 with PDP).
<u>DUTIES</u>	:	Drive Heavy duty vehicles. Transportation of work teams and material/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle. Transport employees in the office and guests. Assist in rendering messenger services in the department. Transport of goods/mail to the correct destination.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374