

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>	:	21 July 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 23/60</u>	:	<u>DIRECTOR: MATERNAL AND NEONATAL HEALTH REF NO: NDOH 63/2025</u> Chief Directorate: Women's Maternal and Reproductive 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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Science registrable with a statutory council. A relevant post-graduate degree at NQF 8 will be an advantage. At least five (5) years' experience at a middle/senior management (or equivalent) level in family health, neonatal and/or maternal health. Knowledge of and experience in policy development, drafting and implementation. Specialised knowledge in the management of birth defects, safe motherhood and BANC, enquiries into maternal and neonatal deaths processes, PMTCT, HIV/AIDS and TB. Knowledge and experience in

		monitoring and evaluation of programmes. Good communication (verbal and written), interpersonal, and computer (MS package) skills. 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>	:	Reduce maternal deaths and improve maternal health outcomes. Provide leadership at National and Provincial level in terms of the reduction of maternal morbidity and mortality. Develop policy guidelines and facilitate the improvement in maternal health. Reduce neonatal deaths and improve neonatal health outcomes. Provide direction and facilitate implementation and monitoring of strategic programmes in neonatal health. Build strong partnership with maternal, newborn and VTP stakeholders. Support provinces with the development and monitoring of responsive implementation plans. Engage statutory councils and professional organisations for effective and efficient development of professional human resources. Manage the human and financial resources and the operational activities of the directorate. Develop and oversee implementation of the directorate's annual operational plan and respond to audit queries and parliamentary questions.
<u>ENQUIRIES</u>	:	Dr L Bamford Tel No: (012) 395 8019
<u>POST 23/61</u>	:	<u>DIRECTOR: SECURITY SERVICES REF NO: NDOH 69/2025</u> Directorate: Security Services
<u>SALARY</u>	:	R1 216 824 per annum (An all inclusive remuneration package) (basic salary consist 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 NQF 7 qualification as recognised by SAQA in Security Administration/ Security Management/ Risk Management/ Policing/Social Science or related qualification. At least five (5) years of experience at middle/senior managerial level in the Security field. Experience in State Security Agency will be an advantage. Knowledge and understanding of risk management, project management, disciplinary procedures and communication security (cryptography). Knowledge of Minimum Information Security Standards (MISS), Public Finance Management Act and relevant public sector policies and its interpretation. Knowledge of Security environment (National Intelligence Agency, South African Police Services and National Prosecuting Authority). Good communication (verbal and written), strategic capability and leadership, client orientation, people management and empowerment, programme and project management, change management, problem solving and analytical, financial management, customer focus and responsive, conflict management, planning, organizing and negotiation skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Manage physical and personnel security in the department. Develop guidelines for managing access control to the Department, manage information security, and ensure compliance with OHSA specifications. Manage vetting in the department. Develop uniform standards for security clearance levels. Administer security appraisals and vetting of employees and contractors. Manage the screening process of companies and service providers as per the Departmental procurement process. Ensure effective information security management. Develop document security systems. Monitor and coordinate communication security matters. Manage finance, personnel, risk, and audit. Ensure risk assessments are conducted to determine security threats and ensure that current security measures comply with security policies and standards.
<u>ENQUIRIES</u>	:	Ms Q Gambu at Qhakazile.Gambu@health.gov.za

OTHER POSTS

<u>POST 23/62</u>	:	<u>ASSISTANT DIRECTOR: HIV RAPID TESTING REF NO: NDOH 64/2025</u> Cluster: HIV AIDS and STIS
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and Diploma (NQF 6) qualification in Medical Technology or equivalent qualifications that requires registration with HPCSA. At least three (3) years' experience at a supervisory level in HIV and AIDS and STIs environment. Knowledge of laboratory services, HIV/AIDS and HTS field, policy development, and government rules and regulations. Good computer (MS Office package), budget, interpersonal, planning and organising, problem solving and communication (written and verbal) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.
<u>DUTIES</u>	:	Development, facilitation of the implementation of quality management systems approach on HIV Rapid Testing in all the public health facilities and other HCT implementing agencies. Secure funding for the Quality Assurance (QA) project through the NICD. Facilitate enrolment of all facilities on the quality assurance program. Review roll out plans for QA to the rest of the country and monitor implementation per provincial plan. Facilitate the correct use of rapid HIV test kits that are on national tender within public health facilities and support procurement, availability and utilization of rapid HIV test kits that are on national tender including other HTS implementing agencies. Capacitate counsellors on HIV Rapid Test training (HRT) and Provide Initiated Counselling and Testing (PCT) for medical professionals. Mentoring of lay counsellors to complete competency assessment leading to certification. Facilitate the roll out of HCT campaigns to the hard-to-reach communities as per the NSP, APP targets. Support provinces with pooling of resources to meet the set annual target. Participate on the arrangement of national HTS campaigns coupled with other services like MMC, TB and other health screening.
<u>ENQUIRIES</u>	:	Mrs G Shabangu Tel No: (012) 395-9151 / 9200
<u>POST 23/63</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TB CARE REF NO: NDOH 65/2025</u> Directorate: HIV/AIDS Prevention Strategies
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Health Science or Social Science as recognized by SAQA. Post graduate qualification in public Health will be an advantage. At least three (3) years' experience in health programme management, training or facilitation, clinical management of TB and/ or HIV patients, stakeholder management working in public health care environment. Knowledge of HIV & AIDS and TB field, policy development, government rules and regulations. Knowledge and understanding of South African public health system, TB programme and applicable policies and legislation. Good communication (verbal and written), project management, decision making, analytical, stakeholder management, organizing and computer skills (MS Office package).
<u>DUTIES</u>	:	Strengthen integration of TB and HIV services. Provide technical support to Provinces on the implementation of the appropriate model for TPT and care at District, Facility and Community levels. Organise and conduct training. Provide technical assistance to Provinces and Districts in the development of their training plans. Conduct TB management training for nurses and other health care providers on the treatment of TB infection. Conduct support visits to priority Provinces and Districts to monitor programme implementation. Ensure uninterrupted supply of medicines used for the treatment of TB infection. Conduct an investigation of stock-outs in pharmacies and depots. Implementation of the end TB and closing the gap campaigns. Provide technical support on the implementation of the campaigns at provincial and district levels.
<u>ENQUIRIES</u>	:	Ms G Shabangu Tel No: (012) 395 9157
<u>POST 23/64</u>	:	<u>ASSISTANT DIRECTOR: HCT PROVINCIAL SUPPORT REF NO: NDOH 66/2025</u> Directorate: HIV/AIDS Prevention Strategies
<u>SALARY</u>	:	R468,459 per annum (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Health Science as recognized by SAQA. At least three (3) years' experience at a supervisory level in HIV and AIDS and STIs environment. Knowledge of HIV & AIDS and HCT field, policy development, government rules and regulations. Knowledge of project

		management, data management and monitoring of health programmes, public health and biostatistics. Good communication (verbal and written), leadership, planning, organizing, problem solving, coordination and computer skills (MS Office package). Ability to handle pressure and perform multiple tasks.
<u>DUTIES</u>	:	Support the review, development and finalization of business plans. Support provinces in relation to HCT reporting, monitoring and evaluation. Coordinate monthly meetings with provinces. Support provinces in the management of HCT data. Coordinate and support provinces in trainings for HCT. Maintain and manage database of all operational HCT service points. Monitor the implementation of the business plans according to the conditional grants. Conduct quarterly conditional grant reviews.
<u>ENQUIRIES</u>	:	Mrs G Shabangu Tel No: (012) 395 9151/9200
<u>POST 23/65</u>	:	<u>LOGISTICS OFFICER: PAYMENTS REF NO: NDOH 67/2025</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 Accounting/Supply Chain Management/ Logistics Management or Finance qualification. At least one (1) year experience working with payment of invoices within the public service. Knowledge of LOGIS and BAS, PFMA, Treasury regulation and government policies. Knowledge and thorough understanding of all government's procurement processes as well as any acts and regulations pertaining to the supply chain management. Good communication (verbal and written), problem solving, supervisory, leadership and computer skills (MS Office packages). Ability to work under constant pressure.
<u>DUTIES</u>	:	Process payments on LOGIS. Verify and pre-authorize all LOGIS payments within prescribed regulations and policies. Document control and reporting on payments. Investigate causes of late payments and supply reasons with supportive documentation. Provide copies of all invoices to be included in Accruals. Match and verify loaded invoices on Invoice Tracking System (ITS). Print invoices received on the central invoice e-mail and distribute to payment clerks. Finalize transactions on ITS and physical batches. Clear all transactions and attach stubs on ITS. Supervise human resources/staff. Ensure good office discipline and fair distribution of work.
<u>ENQUIRIES</u>	:	Ms JP Jekwa Tel No: (012) 395 9332
<u>POST 23/66</u>	:	<u>REGISTRY CLERK – PRODUCTION REF NO: NDOH 68/2025</u> Directorate: Human Resource Administration This is a re-advertisement. Applicants who have previously applied need to re-apply.
<u>SALARY</u>	:	R228 321 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or equivalent NQF 4 qualifications. Records management certificate and experience in archiving will be an advantage. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in the registry and basic knowledge of filing. Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Sort, register and amalgamate transfer in the file. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Maintain the filing tracing schedule. Handle archiving and transferring records. Maintain the file register. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution.
<u>ENQUIRIES</u>	:	Mr D Morodi Tel No: (012) 395 8581