

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>	:	07 September 2026
<u>NOTE</u>	:	All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 30/23</u>	:	<u>DIRECTOR: NURSING STAKEHOLDER MANAGEMENT & COMPLIANCE</u> <u>REF NO: NDOH 67/2026</u> Chief Directorate: Office of Nursing Services
<u>SALARY</u>	:	R1 317 384 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>	:	Grade 12 certificate and an appropriate NQF 7 in Nursing as recognised by SAQA. Postgraduate qualification in Health Science Management and Nursing Education will be an advantage. Honours / Master's qualification in nursing will

be an added advantage. Registration with South African Nursing Council. At least five (5) years' experience at a middle/senior managerial level in nursing environment. Deep contextual understanding knowledge and understanding of the health care system and understanding nursing profession nationally, regionally and internationally. Knowledge in stakeholder management, in-depth knowledge and understanding of nursing and midwifery research-related issues, i.e. key research priorities. Knowledge of key institutions and stakeholders as well as Nursing Act. Good communication (verbal and written), strategic capability and leadership, programme and project management, financial, change and knowledge management, managerial and analytic, problem-solving and analysis, people management and empowerment, and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Develop and implement plans and priorities for liaison with, and coordination and management of intra and inter professional stakeholders, including health sector workforce professional bodies; regulators organised labour. Revive forums for inter-sectoral collaboration, liaison and networking communities to discuss issues of common concern regarding service rendered by nurses. Identify and ensure the provision of solutions for nursing and midwifery issues based on the research findings. Support cluster directorates in the translation of research findings into nursing education and practice to improve patient outcomes and service delivery. Promote nursing as the career of choice. Develop a marketing and communication strategy for the nursing profession. Provide overall management of the directorate: nursing stakeholder management & compliance. Mobilize resources/support from development partners for the strategic programmes of the Directorate.

ENQUIRIES

: Dr Matandela Tel No: (012) 395 9671

POST 30/24

: **DIRECTOR: COMPLIANCE AND FORENSIC AUDIT REF NO: NDOH 70/2026**

Chief Directorate: Internal Audit and Risk Management

SALARY

: R1 317 384 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.

CENTRE

: Pretoria

REQUIREMENTS

: Grade 12 certificate and an appropriate NQF 7 in Auditing/ Accounting/ Forensic Accounting / Forensic Investigation Law/ Risk Management/ Internal Auditing / Forensic Investigation / Law / Forensic Auditing. At least five (5) years' experience at a middle/senior managerial level in compliance management, forensic auditing, risk management, internal auditing, conducting compliance reviews, investigations, and regulatory reporting, fraud detection, forensic investigations, and evidence analysis. Experience in stakeholder engagement, including working with oversight bodies, law enforcement, and internal governance structures as well as experience in policy development, implementation, and monitoring. Demonstrated experience in report writing, case management, and presenting findings to senior management. Sound knowledge of applicable legislation and regulatory frameworks, particularly in the public sector (e.g. Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations). Knowledge of governance, risk management, and compliance frameworks. Knowledge of fraud prevention, detection, and investigation methodologies and understanding of forensic audit principles, techniques, and standards. Knowledge of internal control systems and risk management practices and understanding of disciplinary processes, labour relations, and legal procedures related to misconduct. Knowledge of evidence collection, handling, and chain of custody requirements. Knowledge of data analysis techniques and tools used in compliance monitoring and forensic investigations and understanding of ethical standards and codes of conduct in the public service. Good communication (verbal and written), strong analytical and investigative, strategic capability and leadership, programme and project management, financial management, problem-solving and analysis, people management and empowerment, interpersonal and stakeholder engagement, project management and organizational, conflict resolution and interviewing (especially for forensic investigations) and computer skills (MS Office

		package). Ability to handle sensitive and confidential information with discretion. Ability to interpret and apply legislation, policies, and regulatory frameworks. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Ensure the organisation adheres to applicable legislation, regulations, policies, and ethical standards, thereby preventing risk and misconduct. Conduct compliance risk assessments and maintain a compliance risk register. Detect, investigate, and respond to allegations of fraud, corruption, and financial misconduct, and support consequence management. Conduct preliminary assessments of reported allegations or irregularities. Plan and execute forensic investigations. Stakeholder engagement on compliance and forensic services. Support consequence management and legal processes. Promote awareness and understanding of regulatory requirements. Management of resources and finance. Monitor the financial resources and assets allocated to the Unit. Oversee and approve the planned audit scope, coverage plans, and work schedules for both Compliance and Forensic Audits, ensuring cohesion and optimal resource deployment across audit functions.
<u>ENQUIRIES</u>	:	Ms Q Gambu Tel No: (012) 395 8314
<u>POST 30/25</u>	:	<u>DIRECTOR: ETHICS AND RISK MANAGEMENT REF NO: NDOH 71/2026</u> Office of the Director-General
<u>SALARY</u>	:	R1 317 384 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>	:	Grade 12 certificate and an appropriate NQF 7 in Auditing/ Accounting/ Forensic Accounting / Forensic Investigation Law/ Risk Management/ Internal Auditing/ Forensic Investigation/ Law/Forensic Auditing. At least five (5) years' experience at a middle/senior managerial level in ethics, risk management, compliance, auditing, developing and implementing risk management and ethics frameworks. Experience in public sector environment will be an advantage. Professional registration with a recognised body (e.g., IRMSA, IIA, or equivalent) will be advantageous. Sound knowledge of applicable legislation and regulatory frameworks, particularly in the public sector (e.g. Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations). Knowledge of Public Services ethics and corruption. Knowledge of governance, risk management, and compliance frameworks. Good communication (verbal and written), strategic planning and leadership, risk analysis and mitigation planning, policy development and implementation, research and analytical thinking, project and programme management, presentation and facilitation, conflict management and problem-solving, decision-making, strategic capability and leadership, programme and project management, financial management, problem-solving and analysis, people management and empowerment 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 render ethics management services. Develop and implement ethics management policies, strategies, and plans. Coordinate ethics awareness campaigns and training. Manage and render risk management. Develop and maintain the risk management framework and policies. Facilitate strategic and operational risk assessments. Ensures compliance with applicable legislation, policies, and frameworks while embedding a culture of accountability, transparency, and sound risk practices. Develop and implement ethics and risk management strategies aligned with organisational objectives. Establish and maintain an Enterprise Risk Management (ERM) framework. Provide strategic advice for stakeholder relationships and promote a culture of ethical conduct and effective risk management across the department and with external partners. Create and maintain effective relationships with internal stakeholders (Executive Management, Senior Management, Audit and Risk Committees). Ensure that requests for Remunerative Work Outside the Public Service (RWOPS) are processed for approval in accordance with applicable policies and procedures. Provide overall management of the directorate. Monitor the financial resources and assets allocated to the directorate.
<u>ENQUIRIES</u>	:	Ms Q Gambu Tel No: (012) 395 8314

OTHER POSTS

<u>POST 30/26</u>	:	<u>PHARMACEUTICAL POLICY SPECIALIST REF NO: NDOH 68/2026</u> Chief Directorate: Affordable Medicines
<u>SALARY</u>	:	Grade 1: R1 137 354 per annum Grade 2: R1 241 454 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 1: A A-Pharm degree, current registration as a Pharmacist plus a minimum of five (5) years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 2: B-Pharm degree, current registration as a pharmacist plus thirteen (13) years appropriate experience after registration as a Pharmacist with the SAPC. Salary grade will be determined in accordance with the above requirements as per the OSD. Qualifications and years of experience required are indicated above. Knowledge of evidence-based medicine, clinical pharmacology, rational medicine use, basic health financing and pharmaco-economics. Knowledge and understanding of the National Drug Policy, National Health Policy, Medicine and Related Substances Control Act 101, Pharmacy Act 53, NHI Act 20, as amended and Public Finance Management Act. Good communication (verbal and written), interpersonal, planning, organizing, analytical, critical thinking, clinical research, presentation, problem solving abilities, strategy and policy development, supervisory and computer skills (MS Office package). Ability to work independently and self-motivated. A valid driver's license.
<u>DUTIES</u>	:	Management of pharmaceutical products item specifications. Review item specifications list based on previous applicable contract and ensure that all proposed changes previously recommended by the BEC are considered. Oversee all matters pertaining to the compilation of the items' specifications, ensuring that each specification is clear, unbiased, unequivocal and not brand specific. Management of Bid advertisement and closure. Oversee the bid advertisement ensuring that: item specification list is finalised, SRCC is signed off, all relevant documents are published via Government Printing Works (GPW). Prepare the presentation pack for the briefing sessions. Management of Bid evaluations. Perform technical evaluation of bids, which will include but not limited to: analysis of security of supply inclusive of API source, manufacturing sites and production capacity, Validation of products compliance with legislative requirements and specifications. Prepare the technical evaluation report for tabling at the Bid Evaluation Committee (BEC) meeting. Management of the adjudication of the bids. Quality assurance of the Departmental Bid Adjudication Committee (DBAC) submissions. Ensure DBAC submissions are done within project plan timelines. Management of tender award and contracted items. Quality assurance the DG submissions for awards, the drafted letter of acceptance and rejection as well as the contract circular. Risk management. Develop, maintain and review identified SOPs on an annual basis. Respond to audit queries that pertain to the administrative aspects of the tender process ensuring appropriate drafting on request.
<u>ENQUIRIES</u>	:	Ms R Sonne Tel No: (012) 935 8458
<u>POST 30/27</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 69/2026</u> Chief Directorate: Financial and Management Accounting Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R932 292 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</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an appropriate NQF 7 in Financial Accounting / Public Finance / Auditing as recognised by SAQA. NQF 8 on any of the above-mentioned qualification will be an advantage. At least three (3) years' experience in Financial Accounting at middle management (ASD) level in financial accounting or auditing field. Knowledge of effective financial administration within the Public Service including Government banking procedures, PFMA, Treasury Regulations, Safety Net, PERSAL, SAGE system, Financial Delegations, Departmental policies and procedures and the Basic Accounting System (BAS). Knowledge of suspense/control accounts

		used by the Division: Bookkeeping. Knowledge of the Personnel Staff Codes as well as PSCBC Resolution 3 of 1999. Good communication (verbal and written), management, analytical, financial, auditing, problem solving and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Produce complete and accurate quarterly, Interims and annual financial statements report, including coordination of RFIS and communication of audit findings and liaise with AGSA on audit related matters. Collect inputs from various business units for the compilation of Financial Statements. Report fraud, irregular, unauthorized, fruitless & wasteful expenditure after it is detected. Manage accurate processing of financial transactions in respect of salaries and S&T claims. Monitor payroll certification process and ensure complies to National Treasury deadlines. Monitor monthly reconciliation of tax, SARS payment processed prior the 7th of each month. Bi-Annual and annual reconciliation finalized on a set due date. Ensure complete and accurate processing of sundry payment efficient bookkeeping and banking. Guide subordinates on clearing control accounts to ensure efficient accounting month and year end closure. Enforce adherence to Treasury requirements in relation to revenue management and bank reconciliation. Ensure effective movement of debtors and loss control (I,R,O irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure). Ensure that debt files, that is departmental debts and COVID 19 vaccination debts from public and private sites are followed up in writing monthly. Ensure movement of debts in respect of departmental debts and COVID 19 vaccination debts (accrued departmental revenue) from public and private sites. Manage personnel and risk management. Submit all inputs for operational plan and progress reports (including statistics) by internal due dates. Submit all performance agreements, appraisals and reviews by due dates stipulated by Human Resource.
<u>ENQUIRIES</u>	:	Ms G Mawela Tel No: (012) 395 8695
<u>POST 30/28</u>	:	<u>DEPUTY DIRECTOR: DATABASE MANAGEMENT REF NO: NDOH 72/2026</u> Chief Directorate: Digital Health Information Systems
<u>SALARY</u>	:	R932 292 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>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in one of the following: Computer Science, Information Technology, Information Systems, Database Administration, Data Science, Health Informatics or Health Information Management. A postgraduate qualification (NQF 8) in Health Informatics, Data Science, Information Systems, or Public Health will be an advantage. Certification in any of the following: Microsoft SQL Server certification, Oracle Database certification, PostgreSQL/MySQL administration, Cloud database platforms (Azure, AWS, or Google Cloud), and Data management and governance certifications. At least five (5) years of experience post-qualification in health-related database management and analytical data queries at a middle management level. Knowledge of data management and governance, Relational Database and Programming, Legal and operational compliance, Process knowledge and skills, database design and analysis knowledge, research and development, Web-based services, Technical report writing. Knowledge of DHIS2 (District Health Information System), Electronic Medical Record (EMR) systems, National Health Laboratory information systems, National health data reporting requirements, POPIA compliance and health data confidentiality, Data integration and interoperability. Excellent communication (written and verbal) with all stakeholders. Effective organisational and time management, resilience, assertiveness, ethical behaviour, and self-management skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's license.
<u>DUTIES</u>	:	Ensure reliable and efficient operation of all digital health databases. Protect sensitive patient and healthcare information with reference to benchmark data governance practices and related legislative frameworks. Maintain integrity, consistency, and quality of health data. Coordinate new data development, ensuring consistency and integration with the existing data warehouse structure. Ensure continuity and recoverability of critical healthcare data. Participate in continuous improvement efforts in enhancing performance and providing increased functionality of the databases. Ensure databases support growing digital health demands. Analyse and determine information needs and

		elements, data relationships and attributes, data flow and storage requirements, and data output and reporting capabilities. Enable seamless operation of health information systems. Provide reliable data environments for analytics and decision-making. Review business requests for data and data usage, research data sources for new and better data feeds.
<u>ENQUIRIES</u>	:	Ms E Vosloo e-mail: Elbie.Vosloo@Health.gov.za
<u>POST 30/29</u>	:	<u>DEPUTY DIRECTOR: DATA SCIENTIST REF NO: NDOH 73/2026 (X2 POSTS)</u> Chief Directorate: Digital Health Information Systems
<u>SALARY</u>	:	R932 292 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>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in one of the following sciences: Data Science, Statistics, Computer Science, Mathematics, Applied Mathematics, Information Systems, Health Informatics, Epidemiology, Biostatistics, Actuarial Science, Engineering (with a data analytics focus). A postgraduate qualification (NQF 8) in Data Science, Biostatistics, Epidemiology, Public Health, or Health Informatics will be an advantage. Proven work experience of 3–5 years in data analysis, analytics, statistics, machine learning, or health data management. This experience may be in the fields of: Health information systems, Clinical data, Public health programmes, Research datasets, Monitoring and evaluation systems or Disease surveillance systems. Experience related to building ETL processes will be an advantage. Proven competencies in: Epidemiology and disease surveillance, Health systems and service delivery, Health indicators and reporting frameworks, Health information systems, Data quality management, Health data interoperability standards, Research methods and biostatistics, Protection of Personal Information Act (POPIA), Ethical use of health data during the handling and manipulation of large health datasets using enterprise database technologies. Key technical skills required include: Programming Languages such as Python and SQL. Data Science and Analytical skills related to: Machine learning, Statistical modelling, Predictive analytics, Data mining and Natural language processing will be advantageous. Data visualisation skills required include: Power BI, Tableau or Python visualisation libraries. Database Technology proven experience includes: MS SQL Server and PostgreSQL. A valid driver's license.
<u>DUTIES</u>	:	Plan, coordinate and execute data science project activities that transform health data into actionable insights in support of decision-making. Develop and maintain advanced analytical solutions. Ensure the integrity and reliability of health data. Enable evidence-based digital health products and services. Advance digital health knowledge and innovation. Ensure analytical work supports organisational objectives. Ensure responsible use of health data that relates to regulatory compliance, privacy (POPIA) and ethics in health data, including ethical use of AI, ML and DL in the digital health ecosystem. Enhance the analytical maturity of Data Science in the Digital Health Unit. Contribute towards solutions for solving analytic problems that can be incorporated into the Business Intelligence (BI) solutions for the NHI Fund Design. Participate and contribute to Data Governance and ensure compliance with relevant legislation.
<u>ENQUIRIES</u>	:	Ms E Vosloo e-mail: Elbie.Vosloo@Health.gov.za
<u>POST 30/30</u>	:	<u>DEPUTY DIRECTOR: RECRUTMENT, HR POLICY AND PLANNING REF NO: NDOH 74/2026</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R932 292 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>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Human Resource Management or related qualification. Certificate in PERSAL (Personnel Administration). At least three (3) years of experience at Assistant Director level in Recruitment, Selection, Appointments, Policy Development and HR Planning. Knowledge of Public Service Regulations 2016, Public Service Act

1994, Employment Equity Act 1998, Basic Condition of Employment Act 1997, Public Finance Management Act and Treasury Regulations. Knowledge and understating of DPSA policies, directives and frameworks relating to recruitment, HR planning and policy management. Knowledge and understanding of policy development and policy analysis. Good communication (verbal and written), planning, organizing, interpretation, facilitation, people management, negotiation, conflict resolution, problem solving, decision making and computer skills (MS Office package and PERSAL). Ability to maintain confidentiality and handle sensitive human resource information. Ability to engage effectively with senior management, organized labour and external stakeholders. Ability to work extended hours to meet operational deadlines. A valid driver's license.

DUTIES : Manage and facilitate the advertisement and response handling in the department. Manage and oversee the implementation of recruitment and selection process to ensure timely filling of vacant posts in accordance with approved policies, procedures and legislative requirement. Manage appointments and employee mobility on the PERSAL system. Manage and oversee the implementation of appointments, transfer, promotions, translations, deployments, secondments, and other personnel movements on the PERSAL system. Verify and authorize appointment and transfer transactions on PERSAL system. Develop, review, monitor and implement human resources policies and planning. Develop the Human Resource Plan and Human Resource Implementation Report for submission to DPSA. Manage risk, audit and resources. Coordinate responses to audit findings. Evaluate and monitor performances and appraisal of employees.

ENQUIRIES : Ms E Shibambo Tel No: (012) 395 8154

POST 30/31 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 75/2026**
Chief Directorate: Health Sector Bargaining

SALARY : R487 197 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF 4) certificate and NQF 6 qualification in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management or Business Administration as recognized by SAQA. At least three (3) years' experience in office administration and financial management at Senior Administrative Officer or equivalent level (Salary level 8). Knowledge of the Public Service Regulations and Public Service Act. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), planning, organizing, interpersonal, problem solving and decision making, liaison and coordination, analytical, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.

DUTIES : Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.

ENQUIRIES : Mr MS Mahlatjie Tel No: (012) 395 8414

POST 30/32 : **ASSISTANT DIRECTOR: CHILD HEALTH REF NO: NDOH 76/2026**
Directorate: Child and Youth Health

SALARY : R487 197 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) Certificate and an NQF Level 6 qualification in Health Sciences or a related field, recognised by the South African Qualifications Authority (SAQA). A minimum of three (3) years' experience in a health-related environment, with knowledge and experience in the implementation of the Integrated Management of Childhood Illness (IMCI) strategy. Knowledge of child health programmes, basic financial management, policy development

processes, and the relevant health policies and legislative framework. Knowledge and experience in IMCI training methodologies, including online and distance IMCI (DIMCI), and proven skills in facilitation and presentation. Good communication (written and verbal), interpersonal, stakeholder engagement, organisational, management, and computer skills. A valid driver's licence, willingness to travel, and the ability to work effectively both independently and as part of a team.

DUTIES : Coordinate the development, review and implementation of child health policies, strategies, guidelines, protocols, norms and standards to strengthen child health services; Facilitate stakeholder consultations, technical working groups and intersectoral engagements to inform child health policy, programme planning and implementation. Provide technical support and oversight to provinces on the implementation, monitoring and strengthening of IMCI. and other child health Programmes. Lead initiatives to promote the updating, distribution, utilization and quality improvement of the RTHB. Lead the development and dissemination of advocacy, information, education and communication (IEC) materials, including the design, production and distribution of child health promotional resources. Collaborate with national and international partners, including agencies involved in child health and Early Childhood Development (ECD), and coordinate with relevant directorates and stakeholders to promote an integrated approach to child health service delivery. Monitor and evaluate child health programme performance, including tracking key indicators such as under-five mortality, diarrhoea case fatality rates and pneumonia case fatality rates, and support quality improvement initiatives. Identify, monitor and mitigate programme risks, respond to audit findings and queries, and support the implementation of governance, accountability and risk management measures within the child health programme.

ENQUIRIES : Mr PI Mudau Tel No: (012) 395 9453

POST 30/33 : **SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 77/2026**
Directorate: Affordable Medicine

SALARY : R413 001 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and National Diploma (NQF 6) in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management/Business Administration. At least two (2) years' experience at supervisory level in the field of administration and working with tender documents. Sound and in-depth knowledge of relevant prescripts, and application of human resources policies as well as understanding of the legislative framework governing the Public Service. Knowledge of departmental procedures regarding finances, budgeting and procurement. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge on the use of LOGIS system. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package).

DUTIES : Management of pharmaceutical bid process. Review and test pharmaceutical bid documents and bid packs for pharmaceutical bids. Management of bid evaluation process of pharmaceutical tenders. Perform administrative evaluation including evaluation and allocation of preference points for each pharmaceutical tender, in accordance with the project plan. Oversee the preparation for the adjudication process of pharmaceutical tender. Draft DBAC submissions. Management of the tender award process. Ensure publication of awards on the e-tender portals. Management of risk and audit queries of the tender award process. Draft and maintain contract register.

ENQUIRIES : Ms R Sonne Tel No: (012) 395 8130/8530

POST 30/34 : **PHYSICAL CONTROL SECURITY OFFICER REF NO: NDOH 78/2026**
Directorate: Security Services
Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply.

SALARY : R413 001 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate (NQF4) and National Diploma (NQF 6) qualification in Security Management/ Policing or Security Risk Management as recognized

		by SAQA. Grade A PSIRA certificates. At least three (3) years' experience in security services at a supervisory level. Knowledge of Minimum Information Security Standard and other departmental policies/guidelines and procedural. Knowledge of Financial Management for Managers and departmental computerized ordering system (LOGIS and Doctrack System). Knowledge of general investigation functions and security policy. Knowledge of contingency plan with regards to emergency. Knowledge of Occupational Health and Safety Act 85 of 1993, Criminal Procedure Act and government legislation. Good communication (verbal and written), planning, organization, decision making, people management, investigation, presentation, interpersonal relations, conflict management and computer skills (MS Office package). Ability to work independently and under pressure, as well as in a team. A valid driver's license.
<u>DUTIES</u>	:	Conduct preliminary investigation before registering a file/case docket. Gather, verify, and coordinate information and documentation required for security investigations. Coordinate and liaise with internal and external stakeholders. Liaise with internal stakeholders on criminal cases, security breaches, losses, fraud, corruption, and misconduct within the Department. Coordinate and monitor operational and physical security. Maintain and safeguard confidential security files, reports, and case dockets in accordance with approved security protocols. Supervise the implementation of key control measures and ensure compliance with departmental key control procedures. Manage resources and audit queries. Creating of security registers for operational and physical security for access control measures. Administration of human resources matters and other tasks assigned by supervisor. Coordinate leave management processes and maintain leave plans for security personnel.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746
<u>POST 30/35</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: NDOH 79/2026</u> Directorate: Development Cooperation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum, (plus competitive benefits) Pretoria Grade 12 certificate (NQF4) and a qualification at NQF level 6 in Office Administration or Public Administration or Business Administration or Office Management or Public Management or Business Management. At least one (1) to two (2) years' experience in the field of administration. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of the PFMA and treasury Regulation. Good communication (verbal and written), planning, organization, problem solving and computer skills (MS Office package).
<u>DUTIES</u>	:	Control of documentation within the directorate. Manages the mail register, receive, register and disseminate documents to relevant people and between directorates. Administer human resource management function. Manage, update and control all personnel records on leave, training, assessments and promotions. Assist in administering the directorate's budget and conditional grant. Compile expenditure reports and assist in the allocation of budget to activities in the operational plan. Ensure the maintenance of filing system. Ensure safekeeping of information and documentation. Ensure the arrangement of meetings, workshops, functions, accommodation and travel for officials. Placing of orders and administer payments for workshops, catering, conferences and departmental entertainment.
<u>ENQUIRIES</u>	:	Ms K Britz Tel No: (012) 395 9681