

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- CLOSING DATE** : 15 July 2024
- FOR ATTENTION** : Ms M Shitiba
- NOTE** : 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). 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

- POST 23/01** : **CHIEF DIRECTOR: NON-COMMUNICABLE DISEASES REF NO: NDOH 34/2024**
Chief Directorate: Non-Communicable Diseases
- SALARY** : R1 436 022 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion) The flexible portion of the package can be structured according to Senior Management Service Guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/equivalent NQF Level 7 qualification in Health Sciences as recognized by SAQA. Postgraduate qualification (NQF 8) in Health Science or Public Health will be an advantage. At least (5) years' experience at Senior Management level in health environment. Experience in health policy development, the implementation of non-communicable policies and strategies, monitoring mechanisms to facilitate target achievement, human resources management, and financial management. Knowledge of monitoring and evaluation system, research and information management, management and administration, project planning and management. Knowledge of the World Health Organisation country strategies for combating NCDS. Knowledge and understanding of the Public Service Act, Public Service Regulations, Public Finance Management Act and National Health Act. Good communication (verbal and written), liaison, strategic capability and leadership,

- people management and empowerment, programme and project management, financial management, problem solving, analytical, planning, organization and computer skills (MS Office package). Ability to work independently and in a team. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Provides strategic leadership on the early detection, treatment and control of non-communicable diseases, disabilities and rehabilitation, older persons, eye health and palliative care. Improve standards and enhance access to health services. Provide policy and strategic direction in all areas pertaining to non-communicable diseases. Coordinate and lead problem identification (through research, monitoring and evaluation interventions). Oversee the management of mental health and substance abuse. Implement screening for mental health problem. Represent the Non-Communicable Diseases Clusters as required at local, regional and international levels as well as intradepartmental and interdepartmental level. Ensure stewardship and support to Provinces. Support provincial bids for financial resources to improve NCD interventions. Develop and implement risk mitigation strategies and manage human resources to ensure achievement of programme targets. Ensure that projects specifications are developed and that services are procured in line with the statutory prescriptions.
- ENQUIRIES** : Ms JR Hunter Tel No: (012) 395 9657
- POST 23/02** : **DIRECTOR: HEALTH FACILITIES PLANNING REF NO: NDOH 32/2024**
Cluster: Health Information Research Monitoring and Evaluation
- SALARY** : 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.
- CENTRE REQUIREMENTS** : Pretoria
: A Bachelor's degree/equivalent (NQF 7) qualification in Built Environment or Project Management as recognised by SAQA. Postgraduate (NQF 8) in the qualification will be an advantage. At least five (5) years' experience at a middle/senior managerial level in Health infrastructure and/or Built Environment. Experience should include Financial Management and Project Management. Experience in Health Facility planning will be an added advantage. Knowledge of National Health Act and other relevant legislation and prescripts. Proven knowledge of IDMS, FIDPM, CIDB Act and PFMA. Knowledge and understanding of project management principles and processes. Finance policies, DORA and Treasury Regulations. Knowledge and experience in policy development and analysis. Good problem solving and leadership, interpersonal, conflict, risk, project management, communication (written and verbal), strong strategic and analytical, facilitation and negotiation, and computer (MS Office package) skills. Ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Initiate and develop systems to support provinces to improve health infrastructure planning and maintenance. Review norms and standards for health facilities projects and propose amendments where required. Development of systems to manage and enable provinces to align health facilities with applicable industry norms. Development and approval of designs for NHI facilities. Manage and oversee planning and construction of NHI facilities. Conduct regular inspection of healthcare facilities to assess the maintenance needs. Manage the implementation of maintenance and the associated budget at National Department of Health. Align all resources allocated to the directorate in relation to both construction and maintenance of existing health infrastructure. Development of a system to monitor implementation agents appointed to carry out construction and maintenance activities on behalf of the department. Manage and develop human resources, budget and financial controls within the directorate. Develop APP for the directorate and report on all activities affecting the directorate. Draw and/or draft all operational plans for the directorate. Monitoring and oversight of business cases, clinical briefs and technical briefs for all health infrastructure projects (NHI included). Assist the provinces in developing project briefs and give support to brief consulting team. Monitoring of the budget and expenditure patterns on all projects falling within the directorate.

- ENQUIRIES** : Mr Christie Engelbrecht Tel No: (012) 395 8416
- POST 23/03** : **DIRECTOR: WOMEN'S HEALTH AND GENETICS REF NO: NDOH 36/2024**
Directorate: Women's Health
- SALARY** : R1 216 824 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion). The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE REQUIREMENTS** : Pretoria
A qualification in Health Science or Social Science at NQF 7 as recognized by SAQA. An Honours/Masters Degree within Health Science or Social Science will be an advantage. Registration with appropriate Profession Council. At least five (5) years' experience at middle/senior managerial level in health associated environment, with specific emphasis on women's health programmes. Experience with national and international liaison, policy drafting and implementation, strategic and operational planning. Knowledge and experience in monitoring and evaluation of programmes that impact on family health, particularly HIV and AIDS, VTP and Nutrition. Specialised knowledge in family health, with particular emphasis on family planning and contraception, Termination of Pregnancy (TOP), control of reproductive cancers, sexual assault care, and HIV. Knowledge of international conventions such as CEDAW, IPID, the World Summit Goals, Sustainable Development Goals, as well as national women's and reproductive health policies and guidelines. Knowledge of the Public Finance Management Act, Treasury Regulations and human resource legislative framework. Knowledge of and commitment to the Constitution of the Republic of South Africa. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Good communication (verbal and written), programme and project management, financial management, research and analytical, interpersonal, planning, organizing and computer skills (MS Office package). Willing/prepared to travel locally and overseas. Ability to work both independently and in a team. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Manage women's health and reproductive health programmes. Monitor and support improved sexual and reproductive health services provision including contraceptives, fertility services and sexuality services. Improve access to genetics services through monitoring and enhancing implementation of national policies and guidelines at district level. Provide support with implementation and monitoring of the cervical and breast cancer policy, including dissemination to and training of health care providers. Monitor, evaluate and report on annual performance plan indicators. Develop national and international reports on SRHR services in the country. Manage risk, audit queries within the area of work. Conduct risk assessment and respond to audit queries.
- ENQUIRIES NOTE** : Mr R Morewane Tel No: (012) 395 8758
Please note that preference will be given to applicants from the Coloured, Indian and White communities as well as persons with disabilities

OTHER POSTS

- POST 23/04** : **SPECIALIST ANALYST: KNOWLEDGE MANAGEMENT REF NO: NDOH 24/2024**
Chief Directorate: Health System Digital Information
- SALARY** : R849 702 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.
- CENTRE REQUIREMENTS** : Pretoria
Bachelor of Science Degree (NQF 7) as recognised by SAQA. Post graduate qualification (NQF 8) in Health Economics or Public Health will be an advantage. At least five (5) years' experience at an ASD level or equivalent level in public health research and analytics. A passion for knowledge management and establishing communities of best practices as well as strong strategic thinker, to identify high value cases studies or bodies of evidence to disseminate. Good strong quantitative analytics aptitude and working

knowledge of qualitative analysis, problem solving, excellent communication (written and verbal) with all stakeholders, time management, resilience, assertiveness, ethical behaviour with self-driven and self-management skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's licence.

DUTIES : Interrogate analytical outputs from the NHI-digital platform to identify best practices and lessons learnt to be shared. Facilitate a learning platform to disseminate information that will influence the allocation of key resources to the NHI related community of practices. Prepare annual performance reports for NHI Digital Platform. Facilitate and organise sessions to support data driven decision making to improve NHI contracting performance measures. Manage the monitoring and evaluation and research activities of the fund. Develop models and collect data to inform the economic costing of projects. Develop and implement a conceptual knowledge management model that is integrated in the decision-making framework and ensuring an embedded knowledge-intensive environment for the digital health unit. Respond to the knowledge needs of policymakers within the digital health environment while managing information by assessing trends and comparing performance and identifying best practice in knowledge management in health systems and programmes. Promote a "demand driven" research environment. Facilitate networks of expertise in Digital Health knowledge management.

ENQUIRIES : Ms M Wolmarans Tel No: (012) 395 8138

POST 23/05 : **DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: NDOH 25/2024 (X3 POSTS)**
Chief-Directorate: Health System Digital Information

SALARY : R849 702 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).

CENTRE REQUIREMENTS : Pretoria
: An Advanced Diploma/Bachelor's degree (NQF 7) in Project Management. Postgraduate (NQF 8) qualification in IT field or Public Health will be an advantage. Certification in agile Project Management, Project Management, Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added advantage. At least five (5) years' experience managing projects in the Health Sector on Assistant Director or equivalent level. Knowledge and understanding of NHI Digital Health Context and its various aspects, from strategy through to implementation. Digital Health Identity Management, Project Management methodologies, ICT standards, policies and procedures, PFMA, public service act and public service regulations. Digital Health Systems with reference to User and Provider Identity and business process management as well as ICT Systems Development processes. Good communication (verbal and written), conflict resolution, planning, team management, analytical, risk and issue management, financial management, quality management, contract management, project integration management, multi-tasking, organizational, facilitation, change management and time management skills. Ability to work independently and as part of a team and also to work in a structured and unstructured environment where initiatives are pioneering with no previous roadmap to access. A valid driver's license.

DUTIES : Develop projects scope and projects plans. Oversee and ensure that projects are delivered on time, in budget and to the required quality standard as per project schedules. Manage, monitor and evaluate the cross functional team assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks.

ENQUIRIES : Ms M Wolmarans Tel No: (012) 395 8138

POST 23/06 : **DEPUTY DIRECTOR: MULTILATERAL RELATIONS REF NO: NDOH 26/2024**
Directorate: South Relations

SALARY : R849 702 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).

CENTRE REQUIREMENTS : Pretoria
: A Degree (NQF 7) qualification in International Relations/Political or Health Sciences. At least three (3) years' experience in international relations,

stakeholder management, office management and liaison functions at the level of Assistant Director or equivalent levels. Knowledge and understanding of the South African foreign policy. Public Finance Management Act, Public Service Regulation and Public Service Act. Broad knowledge and understanding of global health development and support. Good communication (verbal and written), monitoring and evaluation, planning and organization, budgeting, conflict management and stakeholder engagement will be essential. A valid driver's license.

DUTIES : Management of global health collaboration with bilateral countries and multilateral organizations. Coordinate, facilitate and implement international bilateral relation meetings outcomes. Support with promotion and facilitation of the department's optimal participation and interaction with the international health communities and promote the department's presence and leadership in global strategic matters. Liaise with DIRCO, Embassies and the South African missions abroad and other international bodies. Facilitate the implementation of international agreements, decisions, resolutions, on obligations, protocol and treaties. The successful candidate will amongst other functions work with the following organizations: World Health Organization, United Nations and other International Organizations. Manage subordinates and guide on planning and organization of these functions.

ENQUIRIES : Mr Khaya Sishuba Tel No: (012) 395 8910

NOTE : Coloured and Indian communities as well as persons with disabilities are encouraged to apply

POST 23/07 : **DEPUTY DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 27/2024**
Cluster: Provincial Support and Conditional Grants

SALARY : R849 702 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).

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree / equivalent (NQF 7) qualification in Economics / Auditing / Statistics / Financial Management as recognised by SAQA. NQF 8 qualification in the above mentioned as well as Public Health Management will be an advantage. At least five (5) years' experience at Assistant Director or equivalent level in financial management environment. Knowledge and experience in Public / Private Sector budgeting, planning, forecasting, reporting and auditing. Ability to gather and analyse information or data for public finance policy development and management. Understanding of DoRA, PFMA, Treasury Regulation, SCM Policies and other Treasury prescripts. Good report writing, project management, interpersonal, people management, research and communication 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.

DUTIES : Manage expenditure monitoring and reporting processes in line with conditional grants business plans. Analyse and advice on monthly, quarterly, and annual expenditure trends. Identify measures to strengthen optimal grants budgetary spending and efficiency gains. Ensure compliance with the DORA, PFMA, Financial management policies and other prescripts. Coordinate and support the budgeting processes in line with the Medium-Term Expenditure (MTEF) and associated Frameworks to ensure credibility. Coordinate and analyse the inputs for drafting of the Division of Revenue Bill in support of health services delivery. Analysis of conditional grants reports and explore potential budget challenges and remedial actions with the programme managers. Conduct analysis on financial and non-financial Quarterly Performance Reports (QPR) and provide advice to the Senior Management. Analyse variances and explore potential budget challenges and remedial actions and report to management. Provide technical support on grants budget implementation and reforms to Provincial Department of Health. Coordinate and report on site visits undertaken to inform provincial budget management and other policy decisions. Provide technical support on the compilation and finalization of the department's quarterly and annual financial statements with respect to conditional grants reporting. Consult internal and external stakeholders in the enhancement of the grants audit outcomes. Coordinate the compilation of the conditional grants MTEF estimates. Manage human resource, risk and audit queries. Management of staff, respond to audit

		queries, and develop and implement risk management plan and conduct risk assessment.
<u>ENQUIRIES</u>	:	Mr Hadley Nevhutalo Tel No: (012) 395-9682
<u>POST 23/08</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 28/2024</u> Cluster: Health Information Epidemiology Research Monitoring and Evaluation
<u>SALARY</u>	:	R849 702 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 An NQF 7 qualification in Health Sciences as recognised by SAQA. A relevant post-graduate qualification in Monitoring and Evaluation, Public Health or Epidemiology will be an added advantage. At least three (3) years' experience at ASD level or equivalent level in the health environment, with experience in at least one of the following domains: Monitoring and Evaluation, Health Management Information Systems, Health Research, Epidemiology, and Health Policy. Knowledge of monitoring and evaluation of health programmes, data analysis and interpretation as well as report writing. Good project management, excellent planning, coordination, managerial, organisational, problem solving, presentation and communication (written and verbal) and computer (MS package) skills. Ability to analyse and interpret data using statistical software (SPSS, STATA). A valid driver's licence as well as willingness to travel frequently as required.
<u>DUTIES</u>	:	Develop and implement the Monitoring and Evaluation Strategy and coordinate M&E activities. Monitor and coordinate quarterly performance reporting of the Department. Coordinate the preparation of various reports and ensure final documents are approved for submission to the NDoH Executive Authority and various oversight structures. Support production of the following strategic health sector progress reports (Annual Performance Plan, Medium Term Strategic Framework, Presidential Health Compact, and Sustainable Development Goals). Support provision of information for the drafting of various ad-hoc progress reporting documents. Provide monitoring and evaluation technical support to internal NDoH programmes and Provinces. Coordinate the review of the National Indicators Data Set (NIDS), its capacity building and roll out. Strengthen collaboration with other National Departments and external partners on monitoring and evaluation issues. Manage and respond to audit queries in relation to performance of the NDoH. Review the implementation of the Directorate's Operational Plan and monitor performance of personnel under their supervision.
<u>ENQUIRIES NOTE</u>	:	Mrs Dorothy Maine Tel No: (012) 395-8121 Coloured / Indian / White and PWD's are encouraged to apply
<u>POST 23/09</u>	:	<u>DEPUTY DIRECTOR: HOSPITAL FINANCIAL MANAGEMENT REF NO: NDOH 33/2024</u> Cluster: Health Facilities Infrastructure Management
<u>SALARY</u>	:	R849 702 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 Bachelor's Degree qualification (NQF 7) in Financial Management / relevant Finance qualification at (NQF 7). At least three (3) years' experience at a middle management (ASD level) in financial management environment. A project management experience will be an advantage, demonstrated experience of having successfully rolled out a change process in a complex organisational environment. Knowledge of financial management processes, familiar with project management concepts, understanding of budget management and processes as well as understanding of PFMA and Treasury Regulations. Good financial, project, change management, problem solving, interpersonal including customer orientation and negotiation, communication, planning, organisational and computer (Microsoft Office Package) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to travel frequently as required.
<u>DUTIES</u>	:	Ensure in-kind grant financial compliance, complaint to Modified Cash Standards (MCS) and PFMA. Facilitate the capturing of invoices to Bas though

monthly financial reconciliations between information received from various implementing agents and NdoH financial system (BAS). Prepare and submit Infrastructure Procurement Plan (IPP) and associated SCM compliance documentation. Development and effective monitoring of the IPP. Conduct In-Kind Grant meetings with the relevant stakeholders (COEGA and DBSA). Arrangements of In-Kind Grant meetings and handle logistics around the meetings. Manage directorate's financial planning, budgeting, and reporting. Maintenance of financial discipline in projects. Management of risk and audit-queries. Receive Request for Information (RFI) from both internal and external auditors. Receive Communication of Audit Finding (COMAF) and distribute them to the relevant officials.

ENQUIRIES : Mr Christie Engelbrecht Tel No: (012) 395-8416

POST 23/10 : **GISC PROFESSIONAL REF NO: NDOH 29/2024**
Chief-Directorate: Health System Digital Information

SALARY : Grade A: R687 879 – R739 509 per annum, (as per OSD)
Grade B: R783 693 – R834 993 per annum, (as per OSD)

CENTRE : Pretoria

REQUIREMENTS : **Grade A:** A four-year Bachelor's degree in GISc and compulsory registration with South African Geomatics Council (SAGC) as a GISc professional. **Grade B:** A four-year Bachelor's degree in GISc and compulsory registration with South African Geomatics Council (SAGC) as a GISc professional plus at least fourteen (14) years appropriate experience as and GISc professional after registration with SAGC. Knowledge of GIS implementation, Geo database design and repository management, Geo statistical analysis, relational databases and Programming, legal and operational compliance; Geo-Database design and analysis, research and development; Geospatial mapping; Web-based services; Metadata and data quality; technical report writing, GIS Applications, High level spatial design and modelling. Good communication (verbal and written), project management; problem solving, decision making, planning, organizing, conflict management; negotiation; change management; interpersonal relations; time management and computer skills (MS Office package). Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Plan, develop, coordinate and execute GISc project activities in the Digital Health space at national health level. Develop new methods/technologies for solving spatial data problems and incorporate into the Business Intelligence solutions for the NHI Fund. Identify and explore opportunities to improve efficiency and improve services through GISc tools and technologies. Develop and maintain a digital library of geo-databases based on unit needs and specifications, including the development and maintenance of metadata. Design and produce mapping for analysis of spatial data to discover patterns and trends using the most relevant mapping and data visualisations. Develop training manuals for end-users to navigate the GISc space. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Perform quality assurance of all data and information products related to GIS. Be involved with cost-benefit analysis of GIS projects and products.

ENQUIRIES : Ms M Wolmarans Tel No: (012) 395 8138

POST 23/11 : **ASSISTANT DIRECTOR: ICT PROJECTS REF NO: NDOH 30/2024**
Directorate: Information Communication Technology

SALARY : R444 036 per annum, (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Information Technology/ Information Systems/ Project Management. Bachelor's degree will be an advantage. At least two (2) years' experience in IT environment and project management. Knowledge of a process-based approach project management practice and systems development life cycle and knowledge of Public Service Regulation and legislation. Good communication (verbal and written), policy analysis and development, planning and organising, time management and group dynamics, facilitation and coordination, negotiation and people management, interpersonal, technical, analytical, problem-solving, and computer skills (MS Office package).

- DUTIES** : Planning, scoping, and scheduling of ICT Projects in the NDOH. Ensure that project activities are implemented as planned and on time. Support and coordinate the establishment of the project management office processes and ensuring efficient implementation of ICT Project. Integrate all ICT Projects/ initiatives through developing a project plan for each initiative. Provide effective communication amongst project stakeholders. Determine the communication needs of all project stakeholders. negotiate and work with multi-disciplinary project stakeholders in delivering on project and deliverables. Work with technical people both from within the department as well as from third-party providers to ensure that the solution is delivered. Manage IT project risks and audit queries. Identify and document issues/factors uncertainties that would make the project not to succeed.
- ENQUIRIES** : Mr Aubrey Mabuza Tel No: (012) 395 8647
- NOTE** : Please note that preference will be given to applicants from the coloured and Indian communities as well as persons with disabilities.
- POST 23/12** : **ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO: NDOH 31/2024**
Directorate: Health Research
- SALARY** : R444 036 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree qualification (NQF 7) in Social Sciences / Health Sciences as recognised by SAQA. NQF 8 qualification in the above-mentioned field will be an advantage. At least two (2) years' experience in research and coordination. Knowledge and understanding of PFMA, PSA, PSR and Treasury Regulations. Knowledge of research methodology, ethics and statistics on the strategic operational plan. Good coordination, database, research interpretation, report writing project and financial management, communication (written and verbal) and computer (MS package) 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.
- DUTIES** : Manage the South African clinical trial register (SANCTR). Review SANCTR applications. Assign unique DOH number as identifier for the approved clinical trials. Correspond with applicants regarding the data that is in the online applications. Manage the health research database. Review and analyse Research Ethics Committees (RECs) annual reports in the National Health Research Ethics Council (NHREC) database. Review and analyse projects registered on the National Health Research Database. Coordinate research activities within the department and in the country. Manage commissioned research projects and provide technical support when coordinating health research conferences, seminars, workshops, and strengthen stakeholder relations. Coordinate submission of Health Research Directorate staff individual monthly activity reports. Manage risk and audit queries. Context texting, identify and analyse risks as well as contribute and support effective financial and resource management to ensure that there are no financial risks or audit queries within the directorate.
- ENQUIRIES** : Dr L Malinga Tel No: (012) 395-8113
- POST 23/13** : **MEDICAL BIOLOGICAL SCIENTIST GRADE 1 REF NO: NDOH 35/2024 (X2 POSTS)**
Chief Directorate: Violence Trauma and EMS
- SALARY** : R376 524 – R430 512 per annum, as per OSD, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or a Degree in Microbiology/Biomedical Science. A Postgraduate qualification in the above-mentioned field will be an advantage. Knowledge of human pathogens (microbiology/biology) as it relates to the form, structure, reproductive processes, genetics, taxonomy, and their role as pathogenic and/or immunizing agents. Knowledge of Good Laboratories Practices. Knowledge of Biosafety in relation to working with pathogens. Knowledge of inspections of Microbiological Laboratories. Good communication (verbal and written), interpersonal, analytical, intrapersonal, attention to details and Microsoft computer skills. A valid driver's license.
- DUTIES** : Coordinate, together with the team the import and export permit programme. Screen and review all import and export applications for compliance in relation

to Regulations. Inspect and register microbiology laboratories as per the regulations. Monitor the microbiology labs for biosafety and biosecurity. Respond to queries from applicants. Draft responses to the questions for consideration by supervisor. Enhance the quality of operation of Stem Cell Banks. Identify and conduct inspections for Stem Cell Banks, Tissue Banks and Gamete Banks and Fertility Clinics.

ENQUIRIES

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Dr R Ncha Tel No: (012) 395 8257