

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.

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| <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>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

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| <u>POST 21/57</u> | : | <u>CHIEF FINANCIAL OFFICER REF NO: NDOH 47/2025</u> |
| <u>SALARY</u> | : | R1 741 770 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package]. The flexible portion of the package can be structured according to Senior Management Service Guidelines. |
| <u>CENTRE</u> | : | National Department of Health. Pretoria |
| <u>REQUIREMENTS</u> | : | A qualification at NQF 8 as recognised by SAQA in Financial Management. At least 8 years' experience at a Senior Management level in Finance. Experience should comprise, Transactional and Developmental Finance, Asset and Liability management as well as Audit, Risk and Governance Management. A good track record of managing strategic programmes or projects. Application experience or knowledge of government policies and legislation relevant to the post i.e. Public Finance Management Act 1 of 1999, Division of Revenue Act, 4 of 2020, Public Audit Act, 25 of 2004, Public Service Act, 103 of 1994 as amended and related regulations etc. Excellent communication skills (written and verbal) appropriate to operational and executive levels, Strategic leadership, stakeholder engagement and coordination skills, change |

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| | management and analytical skills. Advanced computer office package skills. Flexibility and ability to work under pressure. Valid driver's licence. SMS pre-entry Certificate will be required prior the appointment. |
| <u>DUTIES</u> | : Strategic Manage of financial services in the Department i.e. Revenue, Expenditure, Assets, Liability, Supply Chain and Internal Control. Oversee the development of financial models that facilitate the selection of optimised funding options and effective investment of funds for the Health Sector. Manage and coordinate the budget planning processes and maintain performance budge monitoring system. Facilitate the implementation of national norms and standards where applicable. Advice on the strategic financial planning of the Health Sector, through the analysis of the current financial status, estimates of future revenues and expenditure. Advise on the establishment and /or restructuring of the public entities by mergers, acquisitions, or capital restructuring. Grant management. Monitoring and coordination of Provincial Health Budgets. Assess spending by spheres of government and health public entities and advice. Oversee the Supply Chain Management System including assets and contract management, maintenance of supplier database as well as procumbent delegations. Maintain a system of internal control and ensure that policies and processes are developed and managed. Facilitate risk management processes. Implement fraud prevention system and maintain audit processes and systems. Management of Human Resources. Ensure compliance with all relevant legislation and good governance. |
| <u>ENQUIRIES</u> | : Ms Q Gambu on email: Qhakazile.Gambu@health.gov.za |
| <u>CLOSING DATE</u> | : 07 July 2025 |
| <u>POST 21/58</u> | : <u>CHIEF DIRECTOR: MATERNAL, CHILD AND WOMEN'S HEALTH REF NO: NDOH 48/2025</u> Chief Directorate: Maternal, Child and Women's Health This is a re-advertisement. Applicants who have previously applied need to re-apply |
| <u>SALARY</u> | : 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 |
| <u>CENTRE</u> | : Pretoria |
| <u>REQUIREMENTS</u> | : An appropriate NQF 7 qualification in medical or nursing sciences as recognized by SAQA. Registration with appropriate Professions Council. A postgraduate qualification in a relevant field (including Obstetrics and Gynaecology or Paediatrics) will be an added advantage. At least five (5) years' experience at senior management level in a health associated environment, with specific emphasis on child and/or women's health programmes. Experience in national and international liaison, policy development and implementation, strategic and operational planning. Specialised knowledge and experience in women's maternal, newborn, child and adolescent health as well as monitoring and evaluation, human resources and financial management. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Knowledge of other programmes that impact on family health particularly HIV/AIDS, TB and nutrition. Good communication (verbal and written), leadership, analytical, problem solving, research, facilitation, negotiation, advocacy and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization. |
| <u>DUTIES</u> | : Oversee the reduction of maternal, neonatal and child mortality rates. Develop and support implementation of plans to reduce maternal, newborn and child mortality rates based on the recommendations from the ministerially appointed Mortality Committees. Provide strategic direction and oversee the development of relevant policies and guidelines aimed at improving the health and well-being of women, adolescents and children. Facilitate the promotion of healthy behaviours and demand for health services in families, communities, especially in the areas that affect the health and wellbeing of mothers, women and children. Monitor and report on progress towards achievement of global and national commitments such as Sustainable Development Goal and National Development Plan targets. Effective governance, compliance and risk |

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| | | management. Monitor quality, risk, standards and practices against prescribed frameworks. |
| <u>ENQUIRIES</u> | : | Mr RW Morewane Tel No: (012) 395 8757/8 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/59</u> | : | <u>DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 49/2025</u> Chief-Directorate: Provincial Support and Conditional Grants Management |
| <u>SALARY</u> | : | R1 216 824 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 Accounting/Financial Management/Economics/ Public Finance / Public Administration as recognized by SAQA. Post graduate qualification in the afore-mentioned specialization will be an advantage. At least five (5) years' experience at a middle/senior management level in financial management environment. Knowledge and experience in Public / Private Sector budgeting processes, forecasting, reporting and auditing. Extensive project management understanding and implementation, strategic ability to analyse information or data for public finance policy advice, decision making and management. Knowledge of DoRA, PFMA, Treasury Regulations, SCM policies and other Treasury prescripts. Good communication (verbal and written), people management, budgeting analytical and planning, interpersonal, project and research management, risk and financial management, well as computer (MS Office package) skills. Ability to work independently and as part of a team. A valid driver's license. The SMS pre-entry Certificate is required for appointment finalization. |
| <u>DUTIES</u> | : | Render strategic leadership on departmental conditional grants budgeting processes in line with the MTEF. Provide strategic leadership in expenditure monitoring and reporting processes in line with conditional grants business plans. Coordinate the development of business plans and ensure alignment with the departmental strategic and annual performance plans. Provide strategic leadership to ensure compliance with DORA, PFMA, Financial Management policies and other prescripts. Manage risk, audit queries and resources within the area of work. |
| <u>ENQUIRIES</u> | : | Mr. H Nevhutalu Tel No: (012) 395 9682 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |

OTHER POSTS

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| <u>POST 21/60</u> | : | <u>DEPUTY DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 46/2025</u> Cluster: Provincial Support and Conditional Grants This is a re-advertisement. Applicants who have previously applied need to re-apply. |
| <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> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and a Bachelor's degree / equivalent (NQF 7) qualification in Economics / Auditing / Statistics / Financial Management / Public Finance / Public Administration as recognised by SAQA. NQF 8 qualification in the above mentioned fields 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. |
| <u>DUTIES</u> | : | 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.

ENQUIRIES : Mr Hadley Nevhutalu Tel No: (012) 395-9682
CLOSING DATE : 07 July 2025

POST 21/61 : **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: NDOH 50/2025**
 Directorate: Security Services

SALARY : 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.

CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Security Management or Policing qualification as recognized by SAQA. SSA Security Advisory or Management and Forensic Investigation courses as well as PSIRA training certificate grade A or B or equivalent will be an advantage. At least three (3) years' experience at Assistant Director level in security environment. Knowledge of Minimum Physical Security Standards (MPSS), Minimum Information Security Standards (MISS), Information Management, policy formulation, investigation awareness programme, departmental policies and procedures, Occupational Health and Safety Act and Fire Regulations, as well as criminal investigation. Good communication (verbal and written), analytical, budget and people management, interpersonal and diplomacy, conflict resolution and negotiation, operating and auditing, planning and organization, project and programme management, presentation, and computer skills. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Manage physical security for the department, maintain integrated security system, implement access and key control procedures. Manage and provide support to major events. Develop and implement safety events management plans, attend plenary meetings and apply event categorization events. Manage investigations of security breaches. Conduct investigations on all reported security breaches, prepare and reduce the impact of security risk and efficiently manage consequences in the event of an incident. Management of resource, risk and audit findings. Implement recommendations based on risk assessment and audit findings, conduct Threat Risk Assessment (TRA) as well as management of internal and external audit. Liaise with stakeholders. Manage or monitor the performance of security services providers in terms of the Service Level Agreement (SLA), liaise with SAPS on issues involving criminal activities within the department. Create, develop, and maintain a security training capacity and conduct security training sessions for staff.

ENQUIRIES : Dr T Nghonyama Tel No: (012) 395 8746
CLOSING DATE : 07 July 2025

POST 21/62 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: NDOH 51/2025**
 Branch: Primary Health Care

SALARY : 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.

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| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and an NQF 7 qualification in Office Administration/Office Management/ Public Administration/Public Management /Business Administration/Business Management and/or related Administration qualification. At least three (3) years' experience at Assistant Director or equivalent level in office administration and financial management environment. Knowledge and understanding the application of government and departmental policies, understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), project management, administrative, interpersonal, planning and organization, analytical and problem solving as well as 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> | : | Provide administrative support. Plan, organize and control administrative activities pertaining to the branch, consolidate quarterly reports for submission to Strategic Planning Unit. Manage the flow of documents. Ensure efficient flow of information between the branch and the entire department. Ensure all documents are logged on according to Electronic Document Management System. Administer the finances. Co-ordinate procurement activities, assist with MTEF submissions, prepare and review on annual budget against the operational plan and prepare and consolidate the budget. Provide secretariat support. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. |
| <u>ENQUIRIES</u> | : | Ms JR Hunter Tel No: (012) 395 8190 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/63</u> | : | <u>ASSISTANT DIRECTOR: CONDITIONAL GRANTS REF NO: NDOH 52/2025</u> Cluster: Provincial Support and Conditional Grants |
| <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 Information Systems / Financial Information Systems / Statistics / Econometrics / Accounting with Information Systems as recognised by SAQA. An NQF 7 of the above-mentioned qualifications will be an advantage. At least three (3) years' experience in finance or budget data collation and analysis. Knowledge of Public Finance Management Act (PFMA), advanced Microsoft office, understanding of government budgeting and planning processes. Good report writing, analytical, interpersonal, data management, 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> | : | Develop a database for financial, human resources and supply chain management information. Development and maintenance of database for conditional grants and equitable share budget and expenditure for the sector. Improved data management, analysis and reporting to ensure quality decision making. Analyse stakeholder information and alert management of potential risks. Assist in compilation of In-Year Monitoring (IYM) reports and providing quarterly financial statement inputs for conditional grants. Improve financial planning and coordinate the compilation of the conditional grants' MTEF estimates. Research on costing and allocation models for various conditional grants. Assist in coordination of inputs for Division of Revenue Bill. Strengthen monitoring of financial performance in line with business planning. Manage expenditure monitoring and reporting processes in line with conditional grants business plans. Analyse variance and explore potential budget challenges and remedial actions with programme managers. Manage risk and audit queries. Contribute to the risk management in the cluster and assist in the management of internal and external audit. |
| <u>ENQUIRIES</u> | : | Mr Hadley Nevhutalo Tel No: (012) 395-9682 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/64</u> | : | <u>ASSISTANT DIRECTOR: NATIONAL HEALTH INFORMATION SYSTEMS REF NO: NDOH 53/2025</u> Directorate: National Health Information Systems |
| <u>SALARY</u> | : | R468 459 per annum, (plus competitive benefits) |

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| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and an undergraduate qualification (NQF 6) in Information Management / Information Systems / Data Science and/or Statistics as recognized by SAQA. Working experience with District Health Information System (webDHIS/DHIS2) will be an advantage. At least three (3) years' experience in data management working with public health data within the public sector or non-governmental sector. Knowledge of data compilation, data management and data analysis. A good understanding of the public health system and knowledge of South African Statistical Quality Assessment Framework (SASQAF). Good communication (verbal and written), interpersonal, management, problem solving, project management, planning and organizing, 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> | : | Manage District Health Information System (DHIS). Ensure that the DHIS (webDHIS/DHIS2) data generated is effectively managed and analysed. Regularly analyse collected data and provide continuous feedback to National Programmes and Provincial Departments of Health. Conduct targeted assessment of hospitals and primary healthcare data tools using rapid internal performance data audit (RIPDA). Provide support to provinces and districts in the development of quality improvement plans and monitor implementation. Manage data request from programme managers in the National Department of Health and partners. Process data requests from both NdoH and external stakeholder within departmental data sharing policies. Conduct monthly data analysis, data quality checks and provide feedback and follow ups for hospital and PHC. Provide feedback on data quality to the relevant programme managers and provinces. Management of risk and audit queries. Manage the audit of performance information by preparing data for the audit and provide provincial support during the audit. Manage requests for information on the audit of reported performance against pre-determined objectives. |
| <u>ENQUIRIES</u> | : | Mr M Cabuko Tel No: (012) 395 9663 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/65</u> | : | <u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: NDOH 54/2025</u> Directorate: Support Services |
| <u>SALARY</u> | : | R468 459 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and Bachelor's degree (NQF 7) qualification in Health Sciences as recognized by SAQA. A relevant postgraduate qualification in Monitoring and Evaluation, Public Health, and/or Epidemiology will be an advantage. Knowledge and understanding of PFMA, Treasury Regulations, Labour Relations Act, Public Service Act and Public Service Regulations. At least three (3) years' experience in the health environment in at least one (1) of the following domains: Monitoring and Evaluation, Health Management Information Systems, Health Research, Epidemiology, and/or Health Policy. Knowledge and experience of monitoring and evaluation of health programmes, data management, analysis and interpretation as well as report writing and oral presentation. Good communication (verbal and written), interpersonal, project management, planning and organizing, and computer skills (MS Office package). Ability to work well under pressure, independently and in a team. A valid driver's license and willingness to travel to various provinces |
| <u>DUTIES</u> | : | Assist with implementation of the monitoring and evaluation strategy for the health sector. Extract and analyse data from various systems including the DHIS to monitor the performance of the department against its strategic priorities. Support the compilation of various progress reports and provision of data. Review and assess the quality of performance information against set targets and the portfolio of evidence against the reported outputs. Support the review and implementation of the National Indicator Data Set (NIDS). Provide support and training to provinces with regard to implementation of the NIDS. Attend meetings and workshops with other national departments and external stakeholders to contribute on M&E related aspects. Provide guidance/technical assistance to NdoH internal clusters and provinces with regard to M&E systems, frameworks and plans. Support the Audit of Predetermined Objectives by managing audit queries and responding to information requests. |
| <u>ENQUIRIES</u> | : | Mrs D Maine Tel No: (012) 395 8121 |

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| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/66</u> | : | <u>ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: NDOH 55/2025</u> Directorate: Support Services |
| <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 Office Administration/Office Management / Public Administration/Management and/or Business Management /Administration. An NQF 7 in the above qualifications will be an advantage. At least three (3) years' experience as a supervisor in office administration or support services. Knowledge of meeting procedures and recording of minutes. Understanding the application of government and departmental policies as well as financial policies guided by Treasury Regulations. Good communication (verbal and written), interpersonal, management, organizing, administrative 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> | : | Provide administrative support. Provide the oversight and direction of all activities that support operational issues of the directorate. Manage the switch board services (Telecommunication). Ensure that the telephone system and Premi cell are fully functional and serviced. Manage human resources and risk. Develop and implement risk management plan. Put systems in place to minimize risk and respond to audit queries. Administer the finances of the Directorate. Co-ordinate procurement activities, assist with MTEF submissions. Establishing and maintain organizational relationships internally and externally. Provide support and guidance to the external service provider regarding building maintenance. |
| <u>ENQUIRIES</u> | : | Ms S Vilane Tel No: (012) 395 9374 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/67</u> | : | <u>SENIOR VETTING OFFICER REF NO: NDOH 56/2025</u> Directorate: Security Services |
| <u>SALARY</u> | : | R397 116 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and NQF 6 qualification in Social Sciences, Security Management or policing as recognized by SAQA. At least two (2) years' experience in vetting field work investigation and learning facilitation. Knowledge of Minimum Information Security Standard (MISS) and general administrative function including vetting. Knowledge of Public Service Act and Regulations, Security policies, National Strategic Intelligence Act, Protection information Act, Criminal Procedure Act, Promotion of Information Act and South African Constitution. Good communication (verbal and written), client orientation, telephone etiquette, customer service, conflict management, planning, organizing and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license. |
| <u>DUTIES</u> | : | Conduct vetting fieldwork investigations. Conduct proper analysis and quality checks on the information. Process personal suitability checks for shortlisted candidate. Conduct vetting and security related research and development. Capture finger prints on the finger print manager or take manual finger print and submit to SAPS. Render administrative support services. Receive and submit security clearance application. Provide effective communication channels and systems between department and State Security Agency (SSA) and other related agencies. Establish and promote relationships with external stakeholders including credit information providers to access information. Management of risk and audit queries. |
| <u>ENQUIRIES</u> | : | T Nghonyama Tel No: (012) 395 8746 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/68</u> | : | <u>PERSONAL ASSISTANT REF NO: NDOH 57/2025</u> Branch: Primary Health Care |
| <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 Office Administration / Management / Business Management / Administration / Management Assistant / Secretarial |

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| | | Diploma as recognized by SAQA. NQF 7 in the above fields will be an advantage. At least three (3) years' experience in rendering a support service to senior management. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. Good communication (verbal and written), telephone etiquette, planning, organizing and computer skills (MS Office package). Ability to act with tact and discretion. Ability to research and analyze documents and situations. |
| <u>DUTIES</u> | : | Provides a secretarial/receptionist support service to the manager. Coordinates with and sensitizes/advises the manager regarding engagements. Rendering administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Scrutinizes routine submissions/ reports and make notes and/or recommendations for the manager. Provides support to manager regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Supports the manager with the administration of the manager's budget. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over- and under spending. |
| <u>ENQUIRIES</u> | : | Ms J Hunter Tel No: (012) 395 8190 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/69</u> | : | <u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 58/2025 (X2 POSTS)</u> Directorate: Supply Chain Management |
| <u>SALARY</u> | : | R228 321 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate (NQF 4). 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), teamwork, interpersonal relations, planning, organizing and computer skills (MS Office package). |
| <u>DUTIES</u> | : | Render demand management clerical support. Prepare and compile supporting documentation for quotation submissions and approvals. Render acquisition management clerical support. Issue and receive bid/tender documents from prospective suppliers, ensuring proper control and registration. Render filing and record keeping services. File all quotation and tender documents in accordance with National Archives regulations and departmental file plans. |
| <u>ENQUIRIES</u> | : | Ms N Ndwandwe Tel No: (012) 395 8090 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/70</u> | : | <u>REGISTRY CLERK (PRODUCTION) REF NO: NDOH 59/2025 (X2 POSTS)</u> Directorate: Support Services |
| <u>SALARY</u> | : | R228 321 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Grade 12 certificate (NQF4). Knowledge of registry duties, practices as well as the ability to capture data and operate computer. knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Good communication (verbal and written), interpersonal relations, planning, organizing and computer skills (MS Office package). |
| <u>DUTIES</u> | : | Provide counter services. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch mails. Render an effective filing and record management service. Opening and close files according to record classification system. Operate office machines in relation to the registry function. pen and maintain franking machine register. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. |
| <u>ENQUIRIES</u> | : | Ms s Vilane Tel No: (012) 395 9374 |
| <u>NOTE</u> | : | Please note that this post is advertised to create a database which will be utilized for a period not exceeding three (3) months from the closing date. |
| <u>CLOSING DATE</u> | : | 07 July 2025 |

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| <u>POST 21/71</u> | : | <u>CLEANER REF NO: NDOH 60/2025 (X4 POSTS)</u> Directorate: Support Services |
| <u>SALARY</u> | : | R138 486 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | ABET level 4. Knowledge of personal hygiene, cleaning and preparation of tea/coffee. Basic English proficiency. Basic communication (verbal and written) and interpersonal relationship skills. |
| <u>DUTIES</u> | : | Cleaning offices corridors, elevators and boardroom. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Clean general kitchen. Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restroom. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (Microwares, Vacuum cleaners etc) and equipment after use. Request cleaning materials. |
| <u>ENQUIRIES</u> | : | Ms S Vilane Tel No: (012) 395 9374 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |

**GRADUATE INTERSHIP PROGRAMME 2025-2027
(24 MONTHS)**

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months.

The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme.

OTHER POSTS

| | | |
|----------------------------|---|---|
| <u>POST 21/72</u> | : | <u>INTERSHIP PROGRAMMES: ADMINISTRATION REF NO: NDOH 61/2025 (X7 POSTS)</u> |
| <u>STIPEND</u> | : | R7 860, 39 per month |
| <u>CENTRE</u> | : | Office of the Minister, Pretoria (X3 Posts) Branch: Primary Health Care, Pretoria (X2 Posts) Chief Directorate: District Health Services, Pretoria (X2 Posts) |
| <u>REQUIREMENTS</u> | : | A Grade 12 certificate and National Diploma (NQF 6) in Public Management/Public Administration /Business Administration/Business Management/Management Assistant and/or Office Management/Office Administration. Good communication (written and verbal), planning, organizational computer skills (MS Office package). |
| <u>DUTIES</u> | : | Assist in general support services. Assist supply chain support services within the component. Assist in personnel administration support services as well as with financial administration support services. |
| <u>ENQUIRIES</u> | : | Ms P Kekana/ Mr S Khoza Tel No: (012) 395 8154/8241 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |
| <u>POST 21/73</u> | : | <u>INTERSHIP PROGRAMMES: SUPPLY CHAIN MANAGEMENT REF NO: NDOH 62/2025</u> Chief Directorate: Supply Chain and Assets Management |
| <u>STIPEND</u> | : | R7 860, 39 per month |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 (NQF 4) certificate and National Diploma (NQF 6) in Supply Chain Management/Logistics/Public Management/Purchasing/ Transport Management. Good communication (written and verbal), planning, organizational computer skills (MS Office package). |
| <u>DUTIES</u> | : | Assist in supply chain management services within the component. Assist with asset management support. Assist with demand and acquisition support and assist with logistical support services. |
| <u>ENQUIRIES</u> | : | Mr J Mahlangu Tel No: (012) 395 8942 |
| <u>CLOSING DATE</u> | : | 07 July 2025 |