

NATIONAL 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. Applications should be forwarded to recruitment@health.gov.za quoting the reference number
- ATTENTION** : Ms TP Moepi
- NOTE** : All short-listed candidates for SMS posts 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, 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 battery. Applications should be submitted on the new Z83 form obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed). Copies of qualification certificates (**need not be certified**) should be attached (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert) including ID and driver's license. Only emailed applications will be considered. 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.
- POST** : **DEPUTY DIRECTOR: ADMINISTRATION COORDINATOR (REF NO: NDOH 20/2021) (TWELVE (12) MONTHS CONTRACT)**
- SALARY** : An all-inclusive remuneration package of R744 255 per annum [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
- CENTRE** : Chief Directorate: Chief Directorate: HIV/AIDS, Pretoria
- REQUIREMENTS** : National Diploma at NQF level 6 or bachelor's degree at NQF level 7 in Office Administration /Office Management or related NQF level 6 qualification. Honors degree at NQF level 8 in the aforementioned field will be an advantage. At least Five (5) years' experience within Administration field at Junior management or equivalent level. Working experience in Public Sector will be an added advantage. Knowledge of South African constitution, Public Service Regulatory framework, Public Health, PEPFAR, Operation Phuthuma, knowledge of modern principles, methods, practices relating to Public Health administration. Strong administrative skills including database administration, strong minute taking skills, Strong communication (verbal and written) and interpersonal skills, analytical and problem solving skills, Working knowledge of Microsoft office packages. Valid driver's license.
- DUTIES:** : Provide secretariat support to Partnership Framework Implementation Plan (PFIP) steering committee, management committee and workstreams. Provide secretarial support to Operation Phuthuma including project administration. Coordinate monthly provincial calls including minutes taking, follow up and finalization of action logs. Manage the flow of PEPFAR supported activities for the Branch. Draft PFIP quarterly COAG reports. Monitor the implementation of

PEPFAR activities and strengthen partnership between NDOH and PEPFAR. Provide administrative assistance at National, Provincial and District level to support the implementation of PEPFAR activities in South Africa. Assist with stakeholder coordination to support implementation of interventions aimed at reaching 90-90-90 targets.

ENQUIRIES : Ms S Dawad on email: suraya.dawad@health.gov.za

CLOSING DATE : 20 December 2021

CLOSING TIME : 12H00 Midday

MEDIA : Newspaper, PSVC and NDOH Website