

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. 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

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). 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.

POST : **ASSISTANT DIRECTOR: SUPPORT SERVICES (REF NO: NDOH 55/2025)**

SALARY : R 468,459 per annum (plus competitive benefits)

CENTRE : Directorate: Support Services, Pretoria.

REQUIREMENTS : 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 premicell 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 on thel number 0123959374
<u>CLOSING DATE</u>	:	7 July 2025
<u>MEDIA</u>	:	PSVC and NDOH Website