

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

: **DIRECTOR: EMPLOYMENT EQUITY AND GENDER**
(REF NO: NDOH 73/2025)

SALARY

: An all inclusive remuneration package of R1 216, 824 per annum [basic salary consist 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

: Directorate: Employment Equity and Gender. Pretoria.

REQUIREMENTS

: A Grade 12 and NQF 7 qualification in Gender Studies/Human Resources Management/Social Science or Public Administration as recognized by SAQA. At least five (5) years' experience at Middle Management/Senior Management level in employment equity environment or related field. Knowledge of Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development legislation, Human

Resources policies and procedures, Public Service Transformation, The Constitution of the Republic of South Africa, Diversity Management and white paper on affirmative actions. Good communication (verbal and written), research, problem solving, analytical, coordination, planning, organizing, corporate governance, people management leadership and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Oversee and manage the development, implementation and review of employment equity and gender focal point, policies, plans and programmes. Ensure that Employment Equity (EE) and Gender policy, plan are developed, reviewed, benchmarked, updated and approved to be in line with legislation. Manage the co-ordination and implementation of disability programmes. Manage the co-ordination and conducting of disability workshops/awareness programmes. Ensure stakeholder consultation and oversee advocacy project. Plan and organise seminars, workshops and conference for the internal staff in the department. Coordinate and facilitate the development and implementation of affirmative action measures. Develop and update the Employment Equity plan to promote Affirmative Action. Management of resources (personnel and finance), risk and audit.

ENQUIRIES

: Mr PP Mamogale at tel no: 012 395 9378

CLOSING DATE

: 11 August 2025