

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

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 relevant reference number on the subject email.

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, 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). 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.

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 months (24). The applicant must not have been exposed or have participated in an internship programme. The department aims to enhance the employability of unemployed graduates as potential employees through this internship programme.

POST : **INTERSHIP PROGRAMMES: ADMINISTRATION**
(REF NO: NDOH 61/2025) (X7 POSTS)

STIPPEND : R7860. 39 per month

CENTRE : Office of the Minister, Pretoria (X3 Posts)

Branch: Primary Health Care, Pretoria (X2 Posts)
Chief Directorate: District Health Services, Pretoria (X2 Posts)

- REQUIREMENTS** : 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 skills (written and verbal), planning, organisational and computer skills (MS Office package).
- Duties** : Assist in general support services. Assist in supply chain support services within the component. Assist in personnel administration support services as well as with financial administration support services.
- ENQUIRIES** : Ms P Kekana / Mr S Khoza on tell no: 012 395 8154/8241
- CLOSING DATE** : 7 July 2025
- MEDIA** : DEPARTMENTAL WEBSITE and PSVC