

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: HUMAN RESOURCE PLANNING AND POLICY (REF NO: NDOH 84/2025)**

SALARY

: R 468 459 per annum (plus competitive benefits)

CENTRE

: Sub-Directorate: Human Resources Planning and Policy. Pretoria

REQUIREMENTS

: A Grade 12 certificate and National Diploma (NQF 6) in Human Resource Management. At least three (3) years' experience at supervisory level (salary level 8) in the recruitment and selection environment or human resource management field. Proven experience in recruitment, selection and appointment practices as well as proven experience in policy development or review and approval process. In-depth knowledge and demonstrated understanding of all relevant human resource management legislation, directives, resolutions, policies, practices and procedures. Knowledge and demonstrated understanding of the legislative framework governing information management within human resources functions i.e. recruitment, selection, appointment and planning. Knowledge and demonstrated

understanding of working with Human Resources Management Information System data. Knowledge of Human Resources Planning Principles and Guidelines. Broad knowledge of Public Finance Management Act, Treasury regulation and Supply Chain Management legislative framework. Good communication (verbal and written), leadership, analytical, numeracy, problem solving, conflict management, interpersonal, presentation, change management, research, planning, organizing and computer skills (MS Office package). A valid driver's license.

DUTIES

: To fast track the filling of vacancies through overseeing the recruitment (advertising) processes. Check and quality assure relevant documentation required to advertise vacancies. Ensure quality assurance and approval of the post advertisement by all relevant stakeholders before submission to DPSA and/or publishing agencies. Render advisory and HR secretariat services to line management during shortlisting processes. Oversee pre-screening of all applications received for all posts. Ensure communication with line management regarding shortlisting. Render advisory and HR secretariat service to line management during interview processes. Oversee the co-ordination of interview sessions with all relevant stakeholders. Ensure all post interview processes i.e. PSCs are conducted. Maintain and update recruitment and selection database, indicative of the status of funded and approved vacancies. Provide advice on vacancy status and statistics. Assist in the development, review and monitoring of the HR Plan, policies and guidelines as well as the communication thereof. Assist in the development of the HR Plan and HR Implementation report. Identify policies to be developed/amended or aligned with environmental development. Supervision of employees. Check and quality assure work done by employees and ensure compliance with the legislative framework.

ENQUIRIES

: Ms T Moepi at tel no (012) 395 8614

CLOSING DATE

: 24 November 2025