

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: PARLIAMENTARY SERVICES**
(REF NO: NDOH 9/2022)
- 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** : Office of the Director General. Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) or Bachelor's Degree at (NQF level 7) in Public Administration / Public Management or related NQF level 6 qualification. An Honours degree in the relevant field will be an advantage. At least five (5) years' appropriate experience within administration field and strategic management functions at junior management or equivalent level. Knowledge of Office of the Director General operations. Understanding of the functional area(s) covered by the executive authority's portfolio, the political and parliamentary processes of South Africa as well as Public Sector policies and legislation and application thereof. Good communication (written and verbal), analytical, interpersonal, leadership, strategic planning, project management, organisational and computer literacy (Microsoft Package) skills. Ability to work under pressure, independently and in a team. Valid driver's licence.
- DUTIES** : Support and advice the Director-General in fulfilling and executing parliamentary matters. Coordinate the distribution of parliamentary related documents for discussion at the parliament meetings. Oversee the effective management of parliamentary questions. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organisations.

ENQUIRIES : Mr J Kgatla at tel no: 012 395 8080
CLOSING DATE : 4 April 2022
CLOSING TIME : 12H00 Midday
MEDIA : PSVC and NDOH Website