

## 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 T 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 batteries. 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 (all sections), failure to complete or disclose all information 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 only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. 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** : **PHARMACEUTICAL POLICY SPECIALIST (X2 POSTS)**  
**(REF NO: NDOH 34/2022)**

**SALARY** : **Grade 1:** R 911 406 – R 967 335 per annum. A Bachelor's Degree in Pharmacy, current registration as a Pharmacist plus at least seven (7) years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. **Grade 2:** R 996 570 – R 1 057 725 per annum. A Bachelor's Degree in Pharmacy, current registration as a Pharmacist plus a minimum of eleven (11) years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council.

**Salary grade will be determined in accordance with the above requirements as per the OSD guidelines.**

**CENTRE** : Directorate: Affordable Medicines, Pretoria

**REQUIREMENTS** : Qualification and years of experience required are indicated above. Two years' experience in manufacturing environment or five years in pharmaceutical supply chain would be an advantage Knowledge of manufacturing and production of pharmaceutical products, medicines registration certificates, manufacturing licenses and financial reports. Knowledge of Provisioning Administration Procedures (General and Special Conditions of Contract) and relevant database for example, Single Exit Price.

Knowledge, experience and good understanding of the pharmaceutical sector in South Africa, Medicines and Related Substance Act (Act 101 of 1965) as amended, Preferential Procurement Act 5 of 2000, Pharmacy Act (Act 53 of 1974) as amended, Public Finance Management Act (Act 1 of 1999) and PPPFA. Knowledge of National Drug Policy (NDP) and Essential Drug Programme (EDP). Good communication (verbal and written), problem solving, analytical, interpersonal, planning, organising and computer skills (MS Office package).

**DUTIES** : Management of pharmaceutical products item specifications. Oversee all matters pertaining to the compilation of the items' specification, ensuring that each specification is clear, unbiased, unequivocal and not brand specific. Management of bid advertisement and closure. Prepare the presentation pack for the briefing session. Management of bid evaluation. Validate product compliance with specification. Management of the adjudication of the bids. Facilitate the price and MOQ negotiation when recommended. Management of the tender award. Draft the contract close-out report. Management of risk and audit queries.

**ENQUIRIES** : Ms K Jamaloodien at 012 395 8130

**CLOSING DATE** : 25 July 2022

**CLOSING TIME** : 12:00 Mid-day

**MEDIA** : PSVC and NDOH Website