

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filling 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 (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 prior to final selection phase. 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 : **DEPUTY DIRECTOR: PROJECT COORDINATOR (REF NO: NDOH 23/2024)**

Please note that this is a re-advert, applicants who previously applied need not re-apply.

SALARY : An all-inclusive remuneration package of R849 702 per annum [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines

CENTRE : Chief-Directorate: Health System Digital Information. Pretoria

REQUIREMENTS : An Advanced Diploma or B-degree (NQF level 7) qualification in Project Management, Business or Public Administration or Information Technology. Certification in Agile Project Management, Project Management Institute or Prince2 (e.g. CAPM, PMP, Prince 2-Practitioner) will be an added advantage. At least five (5) years' proven experience in coordinating projects in the Health Sector or Information Management on Assistant Director or similar equivalent level. Excellent organizational skill, multi-tasking, and time management. Strong client-facing and teamwork skill. Strong working knowledge of Microsoft Suite of products and display of excellent computer skills. Proven ability to create and monitor flow charts, schedules and step by step action plans. Knowledge and understanding of the NHI Digital Health Context and its

various aspects, from strategy through to implementation. Knowledge of ICT standards, policies, and procedures and the PFMA. Basic knowledge of the health sector, the National Health Insurance Plan, Public Service Regulation and Public Service Act, as well as the National Health Act. Ability to work independently and as part of a team. A valid driver's license.

DUTIES : Provide administrative support to the project manager, including reports, minutes, and communication to various stakeholders, internal and external. Break projects into doable actions and set timeframes. Assign tasks to internal team members and assist with schedule management while various project's day-to-day activities, resources, risks, and equipment are coordinated. Keep track of project timetables, schedules, budgets, and expenditure and keep a up to date filing system of electronic and other documentation. Organise, attend, and actively engage in stakeholder gatherings while creating and maintaining comprehensive project documentation. Make all logistical arrangements for project managers relating to project meetings and travel requirements. Give input to project revision and ensure project deadlines are achieved.

ENQUIRIES : Ms M Wolmarans – email: Milani.Wolmarans@health.gov.za

CLOSING DATE : 18 June 2024

CLOSING TIME : 12:00 Mid-day

MEDIA : PSVC and NDOH Website