

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). 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 : **DIRECTOR: PROJECT PORTFOLIO MANAGEMENT (REF NO: NDOH 21/2024)**

SALARY : An all-inclusive remuneration package of R1, 162, 200 per annum consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines

CENTRE : Chief Directorate: Health Systems Digital Information, Pretoria

REQUIREMENTS : An undergraduate NQF level 7 qualification in Project Management, Information Technology, Engineering or Business/Public Administration. A post graduate NQF level 8 qualification and/or professional registration as a project & project portfolio management will be an advantage. At least five (5) years' work experience in project, programme and portfolio management in the Health Sector at middle management level. Exposure through managing both Business and ICT projects will be an added advantage. A basic understanding of information systems development and implementation and ICT concepts, knowledge and understanding of the health systems, high level of emotional intelligence, ability to work in an unstructured environment requiring frequent changes. Good problem solving, strategic thinking and management, organizational, resilience, communication (verbal and written),

interpersonal, assertiveness, team management, adaptability, time management, ethical behaviour and drive and self-management skills. Ability to work under high levels of pressure, independently and with a team. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Define and manage an enterprise-wide project portfolio office which serves the needs of the NHI Digital Information Platform and NHI ensuring successful delivery of projects on time and within budget including the overseeing of planning, implementation, monitoring and evaluation of digital health projects and programmes. Ensuring that project purpose, scope objectives, constraint and risks are developed and managed to ensure efficiency and effective project completion. Creation of a project governance framework based on NHIF requirements. Define and refine enterprise project portfolio standards, governances' structures, roadmaps, modules, and tools to ensure implementation within the NHI environment working through the NHI Digital information unit. Manage, guide, oversee and advise all approve projects and to validate all solutions within the Digital Health unit environment. Review and improve existing internal control systems to reduce non-compliance and possible audit findings. Create a matrix structure of project management and governance through the Project Portfolio Office that seeks to ensure that the various teams within the NHI Digital information unit are led and managed appropriately.

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