

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

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 : **ASSISTANT DIRECTOR: RESEARCH COORDINATION**
(REF NO: NDOH 31/2024)

SALARY : R 444, 036 per annum (plus competitive benefits)

CENTRE : Directorate: Health Research, Pretoria.

REQUIREMENTS : A Bachelor's Degree qualification (NQF 7) in Social Sciences / Health Sciences as recognised by SAQA. NQF 8 qualification in the above mentioned field will be an advantage. At least two (2) years' experience in research and coordination. Knowledge and understanding of PFMA, PSA, PSR and Treasury Regulations. Knowledge of research methodology, ethics and statistics on the strategic operational plan. Good coordination, database, research interpretation, report writing project and financial management, communication (written and verbal) and computer (MS package) skills. Ability to work independently and

function as part of a broader team. A valid driver's licence as well as willingness to work irregular hours and travel frequently as required.

DUTIES

Manage the South African clinical trial register (SANCTR). Review SANCTR applications. Assign unique DOH number as identifier for the approved clinical trials. Correspond with applicants regarding the data that is in the online applications. Manage the health research database. Review and analyse Research Ethics Committees (RECs) annual reports in the National Health Research Ethics Council (NHREC) database. Review and analyse projects registered on the National Health Research Database. Coordinate research activities within the department and in the country. Manage commissioned research projects and provide technical support when coordinating health research conferences, seminars, workshops, and strengthen stakeholder relations. Coordinate submission of Health Research Directorate staff individual monthly activity reports. Manage risk and audit queries. Context texting, identify and analyse risks as well as contribute and support effective financial and resource management to ensure that there are no financial risks or audit queries within the directorate.

ENQUIRIES : Dr L Malinga at tel no 012 395-8113

CLOSING DATE : 15 July 2024

MEDIA : DEPARTMENTAL WEBSITE and PSVC