

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 Dr AB Xuma Building, 1112 Voortrekker Road, Pretoria Townlands 351-JR or should forwarded to: recruitment@health.gov.za quoting the reference number on the subject email.
- FOR ATTENTION** : Ms T Moepi
- CLOSING DATE** : 21 August 2023
- NOTE** : 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.

OTHER POSTS

- POST 27/29** : **SENIOR INTERNAL AUDITOR REF NO: NDOH 38/2023 (X2 POSTS)**
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum, (plus competitive benefits)
: Pretoria
: A National Diploma (NQF 6) in Accounting / Internal Audit or other similar qualification. BCom Degree (NQF 7) in Accounting / Internal Audit will be an advantage. Membership of the Institute of Internal Auditors will be an added advantage. At least two (2) years' experience in Internal Audit environment. Exposure to Public service policies and procedures. Knowledge and skills in internal audit, risk management, accounting, and corporate governance. Abreast with economic, political, social, and environmental issues that have an impact on the operations in the public service environment. Benchmarking and networking skills are required to be abreast with current developments in the field of auditing. A valid driver's license.
- DUTIES** : Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with New Developments in the internal audit environment. Management of risk.
- ENQUIRIES NOTE** : Mr. A Masemola Tel No: (012) 395-8453
: Please note that preference will be given to applicants from the Coloured, Indian and White communities as well as persons with disabilities
- POST 27/30** : **SENIOR INTERNAL AUDITOR (GLOBAL FUND) REF NO: NDOH 40/2023 (X2 POSTS)**
Directorate: Internal Audit
(Contract Ending 31 March 2025)
Re-advertisement. Applicants who have previously applied need to re-apply.
- SALARY CENTRE** : R359 517 per annum, (plus 37% in lieu of benefits)
: Pretoria

- REQUIREMENTS** : A National Diploma (NQF 6) in Accounting / Internal Audit or other similar qualification. BCom Degree (NQF 7) in Accounting / Internal Audit will be an advantage. Membership of the Institute of Internal Auditors will be an added advantage. At least two (2) years' experience in Internal Audit environment. Exposure to Public service policies and procedures. Knowledge and skills in internal audit, risk management, accounting, and corporate governance. Abreast with economic, political, social, and environmental issues that have an impact on the operations in the public service environment. Benchmarking and networking skills are required to be abreast with current developments in the field of auditing. A valid driver's license.
- DUTIES** : Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with New Developments in the internal audit environment. Management of risk.
- ENQUIRIES** : Mr. A Masemola Tel No: (012) 395-8453
- POST 27/31** : **ICT SERVICE SUPPORT TECHNICIAN REF NO: NDOH 39/2023**
Directorate: Information Communication Technology
- SALARY CENTRE REQUIREMENTS** : R241 485 per annum, (plus competitive benefits)
: Pretoria
- REQUIREMENTS** : A National Diploma (NQF 6) in Information Technology as recognized by SAQA. At least one (1) years' experience in Information Technology environment. Experience in Novell, Microsoft environment, LAN (Local Area Network), ICT Devices and Peripheral Installation, Maintenance and Support, ICT LAN Connection Troubleshooting and Support, ICT Client/Customer/Visitor Support and Training. Knowledge of computer hardware, software, and peripherals such as servers, monitors, cables, physical layer, printers, and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware and peripheral such as printers and related hardware. Knowledge of the OSI model and monitoring the LAN and WAN's. Good communication (verbal and written), telephone etiquette, interpersonal, technical, organizational, analytical, problem-solving and computer skills (MS Office package).
- DUTIES** : Provide desktop support and troubleshooting. Attend to calls (incidents/problems/service request) logged with the ICT helpdesk, in line with the ICT Service Standards. Administration of logged calls. Update assigned calls on the system and escalate if necessary. Close all resolved calls on the helpdesk system. Support ICT projects. Perform upgrades for new software versions and software rollouts on every device connected to the LAN. Liaison with IT service providers. Call service technicians for servicing of equipment when problem cannot be resolved. Managing of ICT risks and audit. Ensure antivirus is running and updated daily on each computer.
- ENQUIRIES** : Mr. MA Mabuza Tel No: (012) 395 8647
- NOTE** : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.