

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, 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 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (REF No: NDOH 28/2022)**

SALARY : R 382 245 per annum (plus competitive benefits)

CENTRE : Directorate: Financial Accounting and Systems. Pretoria

REQUIREMENTS : A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Commerce/Accounting or Auditing. At least three years (3) experience on the level of Senior State Accountant or equivalent level within a Financial Accounting environment. Knowledge of Public Finance Management Act, Treasury Regulations, Division of Revenue Act, Accounting Standards-GRAP and Budgetary processes. Good communication (verbal and written), leadership, planning, organizing, numerical and computer skills (MS Office packages).

DUTIES : Collect and recording of revenue. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Oversee and monitor income against budget and review reconciliations. Management of expenditure. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Oversee and reconcile

payment requests with budget provisions and the availability of funds. Supervise employees to ensure effective financial support service. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms GB Mawela on tel 012 395 8695

CLOSING DATE : 13 June 2022

CLOSING TIME : 12:00 Mid-day

MEDIA : PSVC