

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 : **DEPUTY DIRECTOR: HOSPITAL FINANCIAL MANAGEMENT REF NO: NDOH 33/2024**

NOTE : Coloured / Indian / White and PWD's are encouraged to 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 : Cluster: Health Facilities Infrastructure Management. Pretoria

REQUIREMENTS : A Bachelor's Degree qualification (NQF 7) in Financial Management / relevant Finance qualification at (NQF 7). At least three (3) years' experience at a middle management (ASD level) in financial management environment. A project management experience will be an advantage, demonstrated experience of having successfully rolled out a change process in a complex organisational environment. Knowledge of

financial management processes, familiar with project management concepts, understanding of budget management and processes as well as understanding of PFMA and Treasury Regulations. Good financial, project, change management, problem solving, interpersonal including customer orientation and negotiation, communication, planning, organisational and computer (Microsoft Office Package) skills. Ability to work independently and function as part of a broader team. A valid driver's licence as well as willingness to travel frequently as required.

DUTIES

Ensure in-kind grant financial compliance, compliance to Modified Cash Standards (MCS) and PFMA. Facilitate the capturing of invoices to Bas through monthly financial reconciliations between information received from various implementing agents and NdoH financial system (BAS). Prepare and submit Infrastructure Procurement Plan (IPP) and associated SCM compliance documentation. Development and effective monitoring of the IPP. Conduct In-Kind Grant meetings with the relevant stakeholders (COEGA and DBSA). Arrangements of In-Kind Grant meetings and handle logistics around the meetings. Manage directorate's financial planning, budgeting, and reporting. Maintenance of financial discipline in projects. Management of risk and audit-queries. Receive Request for Information (RFI) from both internal and external auditors. Receive Communication of Audit Finding (COMAF) and distribute them to the relevant officials.

ENQUIRIES

: Mr Christie Engelbrecht Tel No: (012) 395-8416

CLOSING DATE

: 15 July 2024

MEDIA

: DEPARTMENTAL WEBSITE and PSVC