TO: ALL HEADS OF DEPARTMENT
IN THE KZN PROVINCIAL ADMINISTRATION
VACANCIES IN THE DEPARTMENT OF HEALTH
CIRCULAR MINUTE NO.BEN/03/2020

The content of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in Regional /District offices. Institutions must notify all candidates who qualify for the post in this circular minute even if they are absent from their normal working places.

DIRECTIONS TO THE CANDIDATES

1. The following documents must be submitted: -
   (a) Application for Employment Form (Z.83), which is obtainable from any Government Department OR from the website – www.kznhealth.gov.za
   (b) Certified copies of highest educational qualifications – not copies of certified copies.
   (c) Curriculum Vitae
   (d) ID copy

2. The reference number must be indicated in the column provided on the form Z.83 e.g. reference number BEN/03/2020.
   NB: Failure to comply with above instructions will disqualify applicants.

3. The appointment is subject to positive outcome obtained from the NIA to the following checks:
   (security checks, credit records, qualification, citizenship and previous experience verifications)

4. Please note that due to the large number of applications anticipated, applicants will not be acknowledged, however, they will be advised of the outcome of their applications, in due course.

5. 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.
   (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE FOR APPLICATIONS: 30 April 2020

ORIGINAL SIGNED BY CEO
CHIEF EXECUTIVE OFFICER

APPLICATIONS TO BE FORWARDED TO
HUMAN RESOURCE MANAGER
EMAIL: lungile.jiyane@kznhealth.gov.za
BENEDICTINE HOSPITAL
PRIVATE BAG X5007
NONGOMA, 3950

Fighting Disease, Fighting Poverty, Giving Hope
POST: ASSISTANT DIRECTOR: FINANCE MANAGEMENT & SCM
CENTRE: BENEDICTINE HOSPITAL
NUMBER OF POST: 01
REFERENCE: BEN/03/2020
SALARY NOTCH: R 376 596.00 per annum OTHER BENEFITS: 13TH Cheque, Medical Aid (optional) & Housing Allowance (employee must meet prescribed requirements).

MINIMUM REQUIREMENTS
- Senior Certificate STD 10/Grade 12,
- Degree/National Diploma in Financial Management or Equivalent Qualification
- 3-5 years in Finance / Supply Chain, of which three (03) years must be Supervisory Level.
- A valid driver’s license Code B (08).
- NB. Proof of current and previous work experience endorsed and stamped by Human Resource Manager.

KNOWLEDGE, SKILLS, COMPETENCIES REQUIRED:
- Management and organizational skills.
- Good Listening, Writing and Communication skills
- Computer skills, MS Office, proficiency in Microsoft excel.
- Good Leadership, management and decision making skills.
- Knowledge of current Health Public Service Policies, Regulations and Legislations including medical ethics, epidemiology and statistics.
- Extensive knowledge of BAS and knowledge of Persal system.

KEY PERFORMANCE AREAS
- Improve Financial Management for the hospital and Clinic.
- Facility has an effective cash flow management system.
- Monitor % of budget spent according to projection.
- Ensure that Facility has an approved Procurement Plan and Improve Supply Chain Management.
- Ensure department meets its strategic objectives and Budget is aligned to APP.
- Approved Bid Committee to ensure effective SCM processes.
- Ensure implementation of the total quality management framework and compliance to National Core Standards.
- Ensure clearance of suspense account and proper debt management.
- Ensure effective functioning of Cash Flow Committee, Board of Survey, Quotation Committee and Loss control Committee.
- Ensure that good and services are procured in a cost effective way.
- Ensure that facility conducting quarterly and annual stock take and timeously submission of report to Provincial SCM.
- Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.
- Maintain adequate availability and efficient utilization of staff in the finance section.
- Recruitment, Selection and Placement of personnel in his/her section.
- Staff performance assessed in terms of departmental performance management system.
- Staff trained and developed to improve efficiency, accuracy and performance of the component.
- Compliance with PFMA, Treasury Regulations, Public Service Act and Regulations.
- Conduct internal audit and risk management.

• KINDLY RETURN ALL DOCUMENTATION WHEN REPLYING
• Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization.
• Timeous updating of bin and ledger cards to avoid stock losses.
• Cases of fraud or corruption are timeously disclosed to Accounting Officer.
• Disclosure of interest/ conflict of interest at appropriate structures/times, for e.g SCM committees.
• Develop, implement and monitor measures designated to optimize the collection of revenue.
• Checking cash analysis for accuracy and elimination of risk.
• Ensure revenue reconciliation statements are reported monthly.
• Advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write-off.

NB: Employment Equity Target: African Female C  l osing Date: 30 April 2020

ENQUIRIES: Mr. B.R.khumalo : Chief Executive Officer

Telephone: 0358317000/7004

NB: due to COVID 19 PLEASE EMAIL TO: lungile.jiyane@kznhealth.gov.za