TO ALL HEADS OF DEPARTMENTS IN THE KZN PROVINCIAL ADMINISTRATION INSTITUTIONS
VACANCIES IN THE DEPARTMENT OF HEALTH
CIRCULAR MINUTES

The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay, including those in all regional/district offices. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal places of work.

DIRECTION TO CANDIDATES:

1. The following documents must be submitted:
   a) Application for Employment Form (Form Z83), which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za.
   b) Certified copies of highest education qualifications - not copies of certified copies.
   c) Curriculum Vitae
   d) Identity Document - Certified copy

2. The Circular Minute number must be indicated in the column provided on the Z83 form e.g. Circular Minute Number ED 29/2005

NB: Failure to comply with the above instructions will disqualify applicants.

3. Please note that due to the large number of applications received, applications will not be acknowledged. However, every successful candidate will be advised of the outcome of his or her application, in due course. If you have not been contacted within one (01) month after the closing date, please accept that your application was unsuccessful.

(Council is an equal opportunity, affirmative action employer, whose aim is to promote representative in all occupational categories in the Department) Persons with disabilities should feel free to apply.

CLOSING DATE: 24 JULY 2020

PLEASE FORWARD APPLICATIONS TO:
Attention: Human Resource Department
eDumbe Community Health Centre
Private Bag X 322
Paulpietersburg
3180

PLEASE NOTE THAT DUE TO FINANCIAL CONSTRAINTS S&T’s WILL NOT BE PAID

ORIGINAL SIGNED BY CEO

CEO/MEDICAL MANAGER
eDumbe CHC
Post: Assistant Director: Finance  
Institution: eDumbe Community Health Centre  
No of post: 01  
Reference No: ED 10/2020  
Salary: R376 596 per Annum  
Other Benefits: 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must Meet prescribed requirements)

MINIMUM REQUIREMENTS:
- Senior Certificate STD 10/Grade 12
- National diploma/ degree in Financial Management or Equivalent Qualification
  3-5 Years in Finance /Supply Chain, of which three years (03) must be in a supervisory level.
- A valid driver’s license Code B(08)

NB: The proof of current and previous work experience (Certificate of Service) endorsed and stamped by HR must be attached (compulsory)

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE 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:
The incumbent will be responsible for both the hospital and the clinics that fall under the hospital
He/she will
- Improve Financial Management for the hospital and the clinics
- Ensuring the facility has an effective cash flow management system
- Monitor the % of budget spent according to projection.
- Ensure that the facility has an approved Procurement Plan and Improve Supply Chain Management
- Ensure department meets in strategic objectives and Budget is aligned to APP.
- Approved Bid Committee to ensure effective SCM processes.
- Ensure the 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 equipment, goods and services are procured in a cost effective way.
- Ensure the facility conducts 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 the departmental performance management systems.
• Ensure Staff are trained and developed to improve efficiency, accuracy and performance of the component.
• Ensure compliance with PFMA, Treasury Regulations, Public Service Act and Regulations.
• Conduct internal audit risk management.
• Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization.
• Timeous updating of bin and ledger cards to avoid stock losses.
• Cases of fraud or corruption are timeously disclosed to the accounting officer.
• Disclosures of interest/ conflict of interest at appropriate structures/ times for e.g SCM committees.
• Develop and 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 Male

Enquiries: Dr TH Ndlovu Telephone No: 034 995 8500/01
Closing Date: 24 July 2020 Attention Mrs E.P.Mdlalose

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