TO: DISTRICT MANAGERS  
HOSPITAL MANAGERS, COMMUNITY HEALTH CENTRE MANAGERS  
HEADS OF INSTITUTIONS  
HEAD OFFICE MANAGERS

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G28/2020

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:
   (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za.
   (b) Curriculum Vitae, certified copies of identity document, highest educational qualifications and professional registration certificates - not copies of certified copies.

2. The Reference Number must be indicated in the column provided on the form Z.83.

3. Persons with disabilities should feel free to apply for the post.

NB:
   (a) Failure to comply with the above instructions will disqualify applicants.
   (b) The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications).

4. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE FOR APPLICATIONS IS 03 JULY 2020

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
NOTE: Applications must be submitted on the prescribe Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. 

NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit a documentary proof together with their applications.

POST: ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS: (LEVEL 9) (X 1 POST) REFERENCE NO. G74/2020 (3 YEARS FIXED TERM PERFORMANCE BASED CONTRACT)

CLUSTER: Risk, Investigations and Security Services

CENTRE: Head Office: Pietermaritzburg

SALARY: R376 596.00 per annum

Other Benefits: - 13th Cheque,
- Medical Aid (Optional),
- Housing Allowance: Employee must meet prescribed requirements

REQUIREMENTS FOR THE ABOVE POST: -
- An appropriate Bachelor's Degree/National Diploma in Auditing/Accounting/ Legal/Risk Management/ Forensic Investigations; PLUS
- A minimum of three (3) years operational experience in an Investigative/Auditing/Risk Management environment; PLUS
- Unendorsed valid Code B driver's license (Code 08).

RECOMMENDATIONS: -
- Training programmes and/or experience in Criminal Investigations, Criminal Justice and Forensic Auditing, Investigative and Forensic Accounting, Presentation Skills and Transversal Administration System (PERSAL, BAS, etc.) will serve as a recommendation.
- ACFE will be an advantage.
KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

The incumbents of these posts will report to the Director: Departmental Investigations Services, and will be responsible to investigate identified/ reported instances of fraud, corruption, theft and maladministration in accordance with legislative and policy imperative, and as such the ideal candidate must:

- Possess sound knowledge of Criminal Procedure Act, Prevention and Combating of Corrupt Activities Act and the Justice System.
- Have the ability to deal with work pressure and threats within a stressful environment.
- Have the ability to liaise with private and state law enforcement agencies.
- Possess strong interpersonal, communication and presentation skills.
- Be able to identify, develop and manage sources of information and evidence.
- Have the capacity to undertake the investigation of sensitive cases.
- Have knowledge of forensic, law, policing and auditing investigations.
- Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly.
- Have the ability to work irregular hours in an unstructured work environment.
- Have the ability to travel extensively throughout the province and be away from home base for prolonged periods.
- Be computer literate with proficiency in MS Office software applications.

KEY PERFORMANCE AREAS:

- Identify and investigate instances of fraud, theft corruption and maladministration etc, enabling the Accounting Officer and Line Managers to make sound and well-informed decision on appropriate action to be taken.
- Liaise with role-players in the investigative environment to ensure that “crime intelligence” is shared, the activities of crime syndicated operating across departmental boundaries are timeously identified, and activities synchronised to protect the interest of the State.
- Ensure that supporting evidence/ statements are legally obtained and appropriately secured.
- Assist Institutions to initiate of corrective action to prevent the re-occurrence of negative instances.
- Ensure that departmental investigative activities, especially where the activities of crime syndicates are under investigation, are aligned to that of other agencies.
- Assess fraud, corruption and theft and maladministration allegations and advise the Accounting Officer/Line Managers accordingly.
- Provide progress reports on assigned investigations.
- Facilitate the recovery of identified loss and cooperate with Asset Forfeiture Unit for civil litigation and recovery of the loss from perpetrators.
- Implement policies and procedures in the interest of the Prevention and Combating of Corrupt Activities Act, (12 of 2004) as it relates to public servants.
- Facilitate technical processes to ensure that formal disciplinary proceedings and/or criminal prosecution are initiated subsequent to the investigation of incidents of fraud, corruption, theft and maladministration.
- Administer departmental prosecution processes.
- Provide advice to departmental managers ensuring compliance with disciplinary and criminal charging procedures and requirements.
- Assist to analyse fraud and corruption incidents and reports on findings and trends.
- Conduct training programmes and mentor presiding officers.

3ENQUIRIES : MISS T C MNGQITHI : 033- 328 4004

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag
9051, Pietermaritzburg, 3200 OR Hand deliver to: 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1:1 North Tower

**FOR ATTENTION** : Mrs BC Shelembe

**CLOSING DATE** : 03 JULY 2020