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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No.G65/2019

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 the applicants. Faxed and e-mailed applications will NOT be accepted.
   (b) The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

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.
5. 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 documentary proof together with their applications.

(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 01 NOVEMBER 2019

HEAD: DEPARTMENT OF HEALTH
KWAZULU-NATAL
NOTE: Applications must be submitted on the prescribed 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. Fax and e-mailed applications will **NOT** be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). 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 documentary proof together with their applications.

**POST** : DEPUTY DIRECTOR: FRAUD AND RISK: LEVEL 11: REFERENCE NO. G79/2019 (3 YEARS FIXED TERM PERFORMANCE BASED CONTRACT)

**CLUSTER** : Risk, Investigations and Security Services

**SALARY** : An all-inclusive salary package of R733 257.00 per annum

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS**:
An appropriate Bachelor’s Degree/National Diploma in Internal Auditing/Auditing/Accounting/Risk Management;

**PLUS**
- A minimum of five (5) years in Internal Auditing/Auditing/Risk Management environment with three years’ junior management experience;

**PLUS**
- Membership with the relevant professional body.

**PLUS**
- Unendorsed valid Code B driver’s license (Code 08).

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:**
The incumbent of this post will report to the Director: Risk Management Services, and will be responsible to ensure effective and efficient rendering of auditing inclusive of risk assessments, development of the
three year rolling and annual audit plans, audit fieldwork, reporting and follow up. The ideal candidate must:
- Possess sound knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations.
- Have the ability to deal with high work pressure and threats within a stressful environment.
- Have the ability to liaise effectively with the Office of the Auditor General and Finance Division within the Department.
- Have the ability to manage the audit processes in terms of the Standards issued by the Institute of Internal Auditors.
- Have an in-depth understanding of public procurement processes and prescripts PFMA, PPPFA, relevant Regulations and Guidelines etc)
- Have good communication skills (both verbal and written).
- Have knowledge of internal auditing and/or risk management.
- Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly.
- Be computer literate with proficiency in MS Word Software Applications.
- Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.

KEY PERFORMANCE AREAS:-

- Ensure the development and implementation of policies and procedures in the interests of the Protected Disclosure Act, 2000 and Prevention and Combating of Corrupt Activities Act, (12 of 2004) as it relates to public servants.
- Manage advocacy campaigns to promote the disclosure of information pertaining to incidents of fraud, corruption, theft and maladministration in the department.
- Compile fraud prevention coverage plan and three year rolling implementation plan for the department, for review by the Director and obtain approval by the Accounting Officer.
- Management of a long-term strategic risk based fraud prevention plan based on sub unit specific risk management strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department.
- Assist the Director in developing, implementing and managing a risk based audit strategy. Ensure that audit findings are appropriately reported and that the required action is undertaken.
- Perform reviews of risk management projects and reports, contributing expertise and industry knowledge to ensure that value is added.
- Ensure that all fraud risk assessments conducted in terms of the fraud prevention implementation plan are properly scoped, planned, appropriately resourced and executed through close liaison with department managers.

NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

ENQUIRIES : MISS T C MNGQITHI : 033-328 4002
APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, REGISTRY, Minus 1:1 North Tower
CLOSING DATE : 01 November 2019
FOR ATTENTION : Mrs BC Shelembe