TO ALL HEADS OF INSTITUTIONS

VACANCIES IN THE DEPARTMENT OF HEALTH

VACANCY CIRCULAR MINUTE: NIE/06/2020

The contents of this circular minute must be brought to the attention of all eligible employees on your establishment without delay. Institutions must notify all employees who qualify even if they are not in their normal places of work, including those in regional/district offices.

DIRECTIONS TO CANDIDATES

1. The following documents must be submitted:
   a) Application for employment form (Z83), which is obtained 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 form Z83 e.g. Reference Number (NMH/ADFM/2020)

3. Persons with disabilities should feel free to apply for the post
   a) Failure to comply with the above instructions will disqualify the applicants.
   b) The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers.

4. Please note that due to a large number of applications received, applicants shortlisted shall be respectful informed and if no notification of being shortlisted is receive within 3 month after the closing date, the applicant must accepted that his/her application was unsuccessful.

5. Please note that no S&T payments will be considered for candidates that are invited for interview.

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

CLOSING DATE FOR APPLICATIONS IS: 31 July 2020

Original signed and available on request

HOSPITAL CEO
Dr S.B. NKOSI

Reference: HRM 4/1/1
Enquiries: Mr. NA Mange
Date: 2020/07/10

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HOSPITAL CEO                   DATE

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Dr S.B. NKOSI

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope
ADVERTISEMENT

Post: Assistant Director: Finance
Reference: NMH/ADFM/2020
Number of Posts: 01
Salary Notch: R376 596.00 per annum
(13% Cheque, housing allowance, employee must meet prescribed Requirements and medical aid (optional)

MINIMUM REQUIREMENT:
- Matric Certificate
- Bachelor degree/National Diploma in financial Management or equivalent
- 3 – 5 years supervisory experience in finance field.
- Proof of previous and current work experience (certificate/s of service) endorsed and stamped by human resource must be attached.

RECOMMENDATIONS:
- Computer Literacy and Valid Driver’s License

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED
- Decision making skills, problem solving skills, and communication skills.
- Ability to handle sensitive financial information in strictest confidence.
- Experience in budgeting, financial planning and analysis.
- Extensive knowledge of BAS and knowledge of persal system.
- Control of budget and auditing procedures including norms and standards.
- Providing procedures and procurement directives.
- Planning, organizing activities and project for components.
- Knowledge of relevant legislation, white paper, PFMA and Treasury Regulations.
- Ability to work independently and under pressure.
- Human resources management skills.
- Develop standard operating procedures, understanding of HR practices, staff relations and strong leadership skills.

KEY PERFORMANCE AREAS:
- Assist in the formulation and monitoring of the strategic plan the institution.
- Manage and implement economical and efficient financial management.
- Manage and monitor all aspects of operational management.
- Manage all aspect of Human Resource management and people development.
- Assist in the provision of corporate governance as per the areas of expertise/functional areas.
- Effective management of the performance of employees according to EPMDS.
- Manage overall supply chain operations including the purchasing and inventory of all material.
- Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risk.
- Monitor and interpret cash flows to predict future trends and advise accordingly.
- Manage day to day financial control of services within the budget and formulate strategic short term and long term fiscal plan.
- Ensure that the facility has an approved procurement plan and improve supply chain management.
- Approved bid committee to ensure effective SCM processes.
- Participate in the security and loss committee.
- Ensure clearance of suspense account and proper debt management
- Ensure the facility conducts quarterly and annual stock take and timeously submission of report to provincial SCM.
- Ensure the implementation of the total quality management framework and compliance to norms and standards.

NB: (Employment Equity Target: African male)

CLOSING DATE FOR APPLICATIONS: 31 July 2020

All applications should be forwarded to:
THE HOSPITAL CEO
NIEMEYER MEMORIAL HOSPITAL
PRIVATE BAG X 1004
UTRECHT

ENQUIRIES
DR. SB Nkosi: 034 331 3011

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