



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

491 Mbatha Lane, Nkandla, 3855
P/ Bag x102, NKANDLA 3855
Tel: 035- 833 5090 Fax: 035-833 0054 Email: nelisiwe.buthlezi@kznhealth.gov.za

NKANDLA HOSPITAL
HUMAN RESOURCE

Reference: NKAH 07/2021
Enquiries: Mr. SP Dlamini
Telephone: (035) 833 5085

2021/12/03

TO: ALL HEADS OF INSTITUTIONS

RE: VACANCIES IN THE DEPARTMENT OF HEALTH-NKANDLA HOSPITAL

The content of this circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Institutions must ensure that all employees who meet the requirements of the post must be made aware of this circular minutes even if they are absent from their place of work.

DIRECTIONS TO CANDIDATES:

1. The following documents must be submitted:
 - a) Application for employment Form (Z83). Obtainable from any government Department or from the website-www.kznhealth.gov.za
 - b) Certified copies of highest educational qualifications and I.D (Not Copies of certified copies) and certified copies must not be older than 3 months
 - c) Curriculum Vitae
 - d) Drivers License {If required}
 - e) Contactable and verifiable references must be included in the C.V
 - f) The reference number of the post must be indicated in the column provided on the Z83 application form e.g. NKAH G01/2007
 - g) Faxed / emailed applications will not be considered

N.B: FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY APPLICANTS

2. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful.



3. People with disability should feel free to apply
4. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational classes of the department.
5. African Males are encouraged to apply.

Original signed by acting ceo
Acting Chief Executive Officer
Nkandla Hospital

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope

RE-ADVERTISED

POST	: ASSISTANT DIRECTOR: FINANCE
NUMBER OF POSTS	: 01
COMPONENT	: FINANCE
REFERENCE NO.	: NKAH 17/2021
CENTRE	: NKANDLA HOSPITAL
SALARY	: R - 382 245- R450255 per annum
OTHER BENEFITS	: 13th Cheque, Medical Aid (optional) Housing Allowance (employee must meet the prescribed requirements)

MINIMUM REQUIREMENT:

- Senior certificate (Grade 12)
- Degree / National Diploma in Financial Management/ Accounting/ Business Management
- Five (5) years' experience in Finance of which 3 years must be appropriate experience at a supervisory level
- Proof of previous and current experience endorsed and stamped by Human Resource Department(certificate of service)
- Applicants must submit confirmation letter of relevant experience from their supervisor in an official letterhead of the employer when they apply.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED.

- Ability to handle sensitive financial information in strictest confidence.
- Strong leadership, knowledge in budgeting, financial planning and analysis
- Knowledge of public Finance Management Act and Treasury Regulation
- Financial management skills, decision making skills
- Problem solving skills, communication skills
- Human resource management skills
- Knowledge of Basic Accounting System (BAS)
- Computer literacy

KEY PERFORMANCE AREAS

- Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan
- Monitor and interpret cash flow, predict future trends and advise accordingly
- Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanisms that minimize financial risks
- Manage overall supply chain operations including the purchasing and inventory of all material

- Compile and present regular reports to the Hospital Chief Executive Officer on expenditure, financial projections and any variations from the budget and prepare detailed budget report for the approval by C.F.O
- Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff
- Ensure the implementation of the total quality management framework and compliance to national core standards
- Ensure clearance of suspense account, proper debt management and effective functioning of relevant committees
- Responsible for recruitment, selection and placement of personnel in finance/SCM section
- Assess staff performance in terms of the departmental performance management system
- Ensure compliance with Public Finance Management Act, Treasury Regulations, Public Service act and regulation and ensure adequate policies, system and procedures are in place to enable prudent management of financial resources mobilization
- Ensure disclosure of interest/ conflict of interest at appropriate structure, timeously
- Develop, implement and monitor measures designated to optimize the collection of revenue
- Ensure revenue reconciliation statements are reported monthly
- Advocating the use of follow up procedures for recovering outstanding fees before accounts is considered for write-off

ENQUIRIES: Mrs. N CELE (035- 833 5001)

CLOSING DATE FOR THE APPLICATIONS IS: 2021/12/24

All applications should be forwarded to:

**The Human Resource Manager: Mr. S.P Dlamini
Nkandla District Hospital
Private Bag X 102
Nkandla,
3855**

OR

**Nkandla hospital
491 mbatha Lane
Nkandla
3855**

DUE TO BUDGETARY CONTRAINTS S&T WILL NOT BE PAID TO THE CANDIDATES WHO WILL BE ATTENDING INTERVIEWS.