



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

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www.kznhealth.gov.za

DIRECTORATE:
Human Resource Management Services
Recruitment and Selection

Reference: HRM 7/1/2
Enquiries : Mrs B C Shelembe
Telephone: 033 395 2694

Date: 10 October 2024

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

VACANCIES IN THE DEPARTMENT OF HEALTH

CIRCULAR MINUTE No. G29 /2024

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. 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) A comprehensive CV (with detailed experience).
 - (c) Copies of qualifications and driver's license **must not** be submitted when applying for employment.
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. 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. . Competency assessment and reference checking will be done as part of the selection process. (If applicable).

DPSA NOTE: "All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"

5. The inclusive remuneration packages indicated on all the enclosed advertised posts consist of basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of the applicable rules.
6. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor.
7. 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.
8. 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 APPLICATION IS: 01 NOVEMBER 2024

**HEAD OF DEPARTMENT: HEALTH
KWAZULU-NATAL**

DEPARTMENT OF HEALTH: KWAZULU-NATAL

(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.)

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). 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).** Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. **Applicants:** Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

POST : **DEPUTY DIRECTOR FINANCE: LEVEL 11 REFERENCE NO. G59 /2024**

CLUSTER : **Infrastructure Development**

SALARY : **An all-inclusive salary package of R849 702.00 per annum**

CENTRE : **Head Office: Pietermaritzburg**

APPOINTMENT REQUIREMENT: - • Degree in Accounting, Costing or Financial management, **PLUS**. Three (3) years Junior Managerial experience within Finance. Three (3) years' experience post qualification. Unendorsed valid Code B driver's license (Code 8). Computer literacy with proficiency in MS Software applications.

KEY PERFORMANCE AREAS:

- Financial data analyses and validation regarding programmers, projects, reporting and monitoring.
- Financial Administrator for all infrastructure Program's and Project.
- Budget administration within Chief Directorate.
- Compliance to the financial and SCM policies and prescripts in the Chief Directorate.
- Establish and maintain a documents management systems for all financial documents that complies with the requirements of the Auditor general.
- Assist the Provincial Operational Manager in the control and implementation of EMS polices.
- Effective and efficient resources management.

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- The incumbent of this post will report to Director Infrastructure Program Delivery and will be responsible to give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues, provision of management accounting information related to infrastructure and supply chain management issues pertaining to infrastructure projects/ programs.
- The ideal candidates must:-
- Have Understanding of financial management as implemented in Government and within the context of infrastructure/ construction budgeting and spending.
- Possess knowledge of PFMA/ Division of Revenue Act/ Treasury Regulations/ Practice notes/ Circulars.
- Possess knowledge of Departmental Supply Chain Management Policies, Procedures and Delegations.
- Promotion of Access to information Act 2000.
- Promotion of Administrator justice Act 2000.
- Knowledge of Government Immovable Asset management Act of 2007.
- Health Act and Regulations, Act 61 of 2003.
- Have a knowledge of National archives and Records Services Acts of 1996.
- Public Services Act of 1994 and Regulations.
- Knowledge of BAS and LOGIS is advantageous.

ENQUIRIES: MRS M DE GOEDE

TEL: 033 - 940 2611

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za.

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

ALL APPLICATIONS SHOULD BE FORWARDED TO: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 **OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, **REGISTRY**, Minus 1:1 North Tower.**

(Attention: Mrs B C Shelembe)