



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Private Bag X X20034, Empangeni, 3880

Physical Address: Corner of 2nd Lood Avenue and Chrome Crescent, Empangeni rail ,3910

Tel: 035 787 6205 Fax: 035 787 0649

DIRECTORATE:

KING CETSHWAYO DISTRICT OFFICE

HUMAN RESOURCES MANAGEMENT
SERVICES

Enquiries: Mr Z.P.Ndlela

Reference: HRM 4/1/1

**TO: HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS
ALL EMPLOYEES
COMMUNITY MEMBERS**


VACANCIES IN THE DEPARTMENT OF HEALTH: KING CETSHWAYO DISTRICT OFFICE

CIRCULAR MINUTE: KCD OFFICE 01/2026

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay, including those in all Regional / District offices. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply.

DIRECTIONS TO CANDIDATES: -

1. Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must be accurately completed and signed.
2. Reference Number must be indicated in the column provided on the form Z.83.
3. Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies of identity document, educational qualifications and professional registration certificates, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer will only be requested from shortlisted applicants only.
4. Applicants in possession of a foreign qualification will be further required to submit evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies if shortlisted.
5. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
6. 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. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.
7. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

We welcome applications from persons with disAbilities 

8. “Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@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.”

NB: Failure to comply with the above instructions will disqualify applicants.

CLOSING DATE FOR APPLICATIONS IS: 20 February 2026



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Applications should be forwarded to:

**The District Director
King Cetshwayo Health District Office
Private Bag x 20034
EMPANGENI
3880 (ATTENTION: Mr MTR Nzuza)**

or

**Hand Deliver to:
2 Lood Avenue
Kuleka
Empangeni Rail**

Email: Kingcetshwayo.HRJobapplication@kznhealth.gov.za

ORIGINAL SIGNED BY ACTING DISTRICT DIRECTOR

**MS PPT DLWATI
ACTING DISTRICT DIRECTOR
KING CETSHWAYO HEALTH DISTRICT**

DATE



POST : ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) LEVEL9

NO. OF POSTS : ONE (01)

CENTRE : KING CETSHWAYO DISTRICT OFFICE

REFERENCE : KCD 01 /2026

SALARY : R468 459.00 – R551 823.00 per annum

ALLOWANCES : 13TH CHEQUE
MEDICAL AID SUBSIDY (Optional)
HOUSING ALLOWANCE (employee must meet prescribed requirements)

MINIMUM REQUIREMENTS FOR THE POST:

- Matric Certificate or Grade 12 (Senior Certificate)
- Bachelor's degree/ National Diploma in Financial Management, Accounting, Cost Management Accounting, or Equivalent qualification with major subjects in Accounting, Economics and Financial Management,
- 3-5 years supervisory experience in public service within financial administration component (Accounts payable & revenue, voucher control, budget & expenditure management and reporting).
- Valid Drivers' Licence
- A minimum of one-year conditional grant financial management experience will be an added advantage.
- Attach proof of working experience endorsed by Human Resource

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED:

- Knowledge of Laws, Regulation, Policies, Instructions, Practices Notes, Public Finance.
- Management Act, Treasury Regulation and Treasury Guidelines.
- Possess in depth knowledge of budget procedures and BAS.
- Have the ability to perform independently and under pressure.
- Have good communication and interpersonal relations.
- Be computer literate with a proficiency in MS Office Software, especially Excel and PowerPoint Software.
- Knowledge of departmental and transversal systems e.g. (PERSAL, BAS, Vulindlela, etc.)
- Have planning, organizing, analytic thinking and presentation skills.
- Be able to provide technical support to all the institutions within the district and ensure that the conditional grant is spent for its intended purpose.
- Possess knowledge of procurement procedures and advice.
- Possess knowledge of human resources policies.
- Possess knowledge of SCM Policies and Processes.

KEY PERFORMANCE AREAS:

- Prepare and consolidate the conditional grant business plan for all HIV/Aids Programmes and facilitate the division of the budget allocation to all institutions in the district.



- Analyze the expenditure trends to determine whether expenditure incurred is utilized for its intended purpose and is it in line with the envisaged output performance priorities and targets and report to HAST Finance Manager and District Finance Manager monthly.
- Monitor and Evaluate Conditional Grant expenditure vs budget and prepare, collate and report to District Finance Manager and HAST Finance Manager.
- Monitor that efficient financial document control is maintained by facilities for effective filing, tracing and retrieval of documents for audit purposes. Evidence files to be checked monthly
- Provide technical support to facilities within the district to ensure that the conditional grant is utilized as per the HIV & AIDS business plan and within the grant prescripts.
- Liaising with the Program Managers in the District Office and Managers in the institutions (Finance, HR, Nursing Manager, PHC Supervisors, CEO) within the district in respect of staff linking and expenditure to ensure that the staff paid under the conditional grant is aligned and approved under the HIV/AIDS Conditional Grant Business Plan.
- Liaise with District Pharmacy Manager and Institution Pharmacy Managers regarding misallocation of ARV Medicine and other commodity expenditure. Ensure that misallocations are corrected and that supporting documents are available.
- Prepare monthly reconciliations for all programmes, as well as monthly variance reports.
- Ability to provide office support services in an effective, efficient and professional manner and ensure that all expenditure under conditional grant documents are properly filled.
- Ensuring that all the journals for conditional grant are checked, signed and effected timeously.
- Ad-hoc duties as may be required by the supervisor.

ENQUIRIES : MRS S.L MSANE TEL NO: 035 787 6202

CLOSING DATE : 20 FEBRUARY 2026