**KWAZULU-NATAL PROVINCE**
HEALTH
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

Postal Address : Private Bag x 502, IXOPO, 3276 Harry Gwala Health District Office
Physical Address: No 1 Northway Drive Morningside, IXOPO, 3276
Tel: 039-8346200 Fax: 039 834 1626
Email: zamo.dotyeni@kznhealth.gov.za

**Enquiries: Mr. Z.N Dotyeni**
**Date: 28/08/2026**

**TO: ALL DEPARTMENTAL EMPLOYEES**

Vacancies in the Department of Health, Harry Gwala Health District. Deputy Director: Finance: Reference Number: **HGHD 07/2026**

The content of this Circular Minute must be brought to the attention of all eligible personnel and employees in your establishment without delay: head of components must notify all candidates who qualify for the posts in 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 (Z83), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za
   (b) **Comprehensive Curriculum Vitae.( with detailed relevant work experience and periods in service should be clearly indicated and Educational Qualifications )**
   (c) **Copies of qualifications, Registration certificates and drivers licence must not be submitted with the application when applying for employment.**
   (d) **All shortlisted candidates, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.**
2. The Reference Number must be indicated in the column provided on the form Z83, e.g. **HGHD 07/2026.** **NB Failure to comply with the above instructions will lead to disqualification of applicants.** Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only.

3. Applicants in possession of 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

4. **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) and proof of experience.**

Please note that due to financial constraints no S&T will be considered for payment to candidates that are invited for interviews.

5. *This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department.* People with disabilities are encouraged to apply.

**All documents must be posted for: Attention: Mr. Z.N Dotyeni, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Dropped off in the applications box of Harry Gwala Health District Office, No 1 Northway Drive Morningside, Ixopo, 3276**

**Mrs. BA Mkhize**
**District Director**
**Harry Gwala Health District Office**
**Date:** 28/08/2026

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| **POST** | **: DEPUTY DIRECTOR: FINANCE (LEVEL 11 )** |
| **REFERENCE NUMBER** | **: HGHD 07/2026** |
| **CENTRE** | **: HARRY GWALA HEALTH DISTRICT OFFICE** |
| **NO. OF POST** | **: 01** |
| **REMUNERATION** | **: R 932 292.00 Per annum (TCE Package)** |

## MINIMUM REQUIREMENTS

- Senior certificate (Grade 12) or equivalent.
- Bachelor's Degree or National Diploma in B .com Accounting, National Diploma in Cost Management Accounting or Bachelor of Business Administration as recognized by South African Qualification Authority.
- 3 years managerial experience in Financial Management.
- Unendorsed valid driver's license.

## KEY PERFOMACE AREAS:-

- Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department.
- Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics.
- Take effective and appropriate steps to ensure maximum collection of revenue due to Hospital and Clinics.
- Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics.
- Monitor and manage the use of budget allocated to the Hospitals and Clinics and ensure that financial regulations/procedures and proper internal controls are in place and adhered to at all times.
- Ensure appropriate management and utilization of resources allocated to the component.

## KNOWLEDGE, SKILLS, BEHAVIOURAL AND COMPETENCIES REQUIRED

- South African Constitution, Public Service Act, Public Service Regulations
- Public Finance Management Act, Treasury Regulations and Practice Notes
- Preferential Procurement Policy Framework Act, Batho Pele.
- Financial Management, Conflict management, Project Management, Organisational
- Influencing, Analytical, Motivational, Presentation Computer literacy e.g. MS Office suite, Facilitation, Interpersonal relations, Time management, Planning, Negotiation
- Communication – written and oral, Report writing, Problem solving, Change management, Decision making,
- Self-discipline and ability to work under pressure with minimum supervision
- Independent, Trustworthiness, Honesty, Accountability, Commitment to excellence
- Continuous learning, Amenable to change, Cultural awareness, Innovative
- Confidentiality, Pro-active, Reliability, Integrity, Transparency, Professionalism
- Working under pressure

**ENQUIERIES: Mrs. B.A MKHIZE** **TELEPHONE: 039-834 1301**

**Closing Date: 29 SEPTEMBER 2026**