

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets; Pretoria.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 27 August 2018 @ 12:00 Mid-day
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications as well as certified copies older than three (3) months will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

- POST 32/17** : **ASSISTANT DIRECTOR: ACCOUNTS MANAGEMENT REF NO: NDOH 54/2018**
- SALARY** : R356 289 per annum (plus competitive benefits)
- CENTRE** : Chief Directorate: Financial and Management Accounting. Directorate: Financial Accounting and Systems.
- REQUIREMENTS** : A three-year Degree/National Diploma or equivalent qualification in Accounting/Auditing. At least six (6) years' financial experience in government environment of which three (3) years should be on supervisory level. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Delegations, Division of Revenue Act (DORA), Appropriation Act/Bill, Departmental policies and procedures. Knowledge of Logis, Persal, BAS and Vulindlela. Good communication (written and verbal), computer packages, management and analytical skills. Ability to work under pressure. A valid driver's licence.
- DUTIES** : Co-ordination of budget processes. Submit MTEF, ENE, AENE, Drawing and Roll-overs to National Treasury. Apply for virement and monitoring of shifting of funds. Management of monthly, quarterly and annual reporting (IYM, Minister, Management Presentation, AFS and IFRS). Report on actual and projected revenue and expenditure. Verify correctness of monthly FMC report to Director-General. Ensure that unspent donor funds at the end of the financial year are surrendered and requested again from National Treasury. Perform supervisory duties. Approve journals. Management of risk and audit queries.
- ENQUIRIES** : Ms SW Pretorius Tel No: (012) 395 – 8868
- NOTE** : Indian, White and Coloured applicants are encouraged to apply.