

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Kindly note that No payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be submitted strictly online at the following E-Recruitment portal: <http://jobs.gauteng.gov.za>. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za.
- CLOSING DATE** : 24 October 2025
- NOTE** : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they are not in possession of such: "If your profession or occupation requires official registration, provide date and particulars of registration". Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted prior to appointment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Medical Supplies Depot reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Females, Indian Males and Females, White Males and Females are encouraged to apply.

OTHER POST

- POST 37/105** : **ASSISTANT DIRECTOR FINANCIAL REPORTING: REFS/023428**
Directorate: Financial Reporting
- SALARY** : R468 459 per annum (level 9) plus benefits
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12 certificate, a recognised 3-year Degree or Diploma (NQF Level 6/7) in Financial Accounting or Finance with at least 5 years of proven relevant experience in the field of financial management with emphasis on financial reporting. Communication: Good verbal and written communication skills; Creativity: Pro-active, Innovative thinker and must be able to work under pressure. Project management skills and being in possession of a valid driver's licence will be added advantages. Knowledge: Computer Literacy with emphasis on MS Office, and in particular, MS Excel Data Analytics, BAS, and PERSAL Skills: Accounting and Financial management, High numerical skills.
- DUTIES** : The successful candidate, reporting to the Manager: Financial reporting, will be responsible for the preparation of monthly, interim and annual Generally Recognised Accounting Practice (GRAP) compliant financial statements as well as monthly management accounts. Maintain properly reconciled accounts up-to-the general ledger in the entity's books to support amounts disclosed in the financial statements. Assist with the provision of relevant information to the entity's internal and external oversight bodies such as the provincial treasury and the audit committee as well as to both internal and external auditors. Must apply sound knowledge of GRAP standards, the Public Finance Management

Act (PFMA), Treasury Regulations and Treasury Instructions as well as the Preferential Procurement Policy Framework Act (PPPFA), among other things. Make effective use of MS Excel's data analytics to add value to the entity's financial reporting requirements in a manner that is efficient and effective. Knowledge about innovative inventory management techniques will be the applicant's added advantage. Ability to supervise staff and manage risks and projects and prepare presentations to the entity's management and other stakeholders.

ENQUIRIES

: Mr K.M Kasumba, Tel No: (011) 628-9141