

**PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Department, King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department Applicants can submit their Z83 and CV directly to the following email address KingcetshwayoDistrictHealth.HRJobApplication@kznhealth.gov.za Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs 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.
- FOR ATTENTION** : Mr MTR Nzuzza
- CLOSING DATE** : 20 February 2026
- NOTES** : 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. Reference Number must be indicated in the column provided on the form Z.83. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.". Please note in line with DPSA Circular 19 of 2022 only a Comprehensive Curriculum Vitae must be submitted together with application form. Certified copies, 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. Persons with disabilities should feel free to apply for the post. 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. 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 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. 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.

OTHER POST

- POST 04/156** : **ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) REF NO: KCD 01/2026**
- SALARY** : R468 459 - R551 823 per annum. 13th Cheque, Medical Aid (optional subject to employee must meet prescribed requirements) and Housing Allowance (subject to employee must meet prescribed requirements).
- CENTRE REQUIREMENTS** : King Cetshwayo District Office.
Matric Certificate or Grade 12 (Senior Certificate). Bachelor degree/ National Diploma in Financial Management, Accounting, Cost and 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' License. A minimum of one year conditional grant financial management experience will be an added advantage. 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.

DUTIES

: 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. Analyse 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