

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- 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 N Sombinge
- 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 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.
- POST** : **ASSISTANT DIRECTOR: REVITALISATION PROJECT – FINANCE (REF NO: NDOH 16/2016)**
- SALARY** : R361 659 per annum (All inclusive).
- CENTRE** : Chief Directorate: Health Facilities Infrastructure Management.
Directorate: Revitalisation Project. Pretoria
- REQUIREMENTS** : *A B.Comm Degree/National Diploma/equivalent NQF 6 in Finance and a Certificate in Project management *At least three (3) years experience working with projects cash flow *Experience in financial data collection, data analysis and application report writing of Public Finance Management Act (PFMA) and Division of Revenue Act (DORA) *Good computer literacy (MS Word, MS Excel and MS Powerpoint), communication (written and verbal) and presentation skills *Willingness to travel regularly *A valid driver's license.

DUTIES : *Prepare and update the provincial project cash flow payment schedule *Ensure that all payments schedule are according to the allocated budget *Ensure that provincial allocated budget per projects are recorded correctly in the Project Management Information System (PMIS) *Draw financial report on the monthly basis and advice accordingly *Conduct financial audit review in all provinces *Manage other financial matters within the Directorate and Cluster.

ENQUIRIES : Mr NN Mphaphuli at tel no (012) 395 – 8267

CLOSING DATE : 7 March 2016