

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. The certification must be within three (3) months. 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: PROVINCIAL SUPPORT (REF NO: NDOH 78/2016)**
- SALARY** : R389 145 per annum
- CENTRE** : Chief Directorate: Financial management.
Directorate: Provincial Support. Pretoria
- REQUIREMENTS** : *A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in finance and/or related field of study *At least three (3) years experience in financial management, government protocols and systems at a supervisory or equivalent level *Knowledge of demand management, terms of references (TORS), financial and asset management, office administration and application of legislative frameworks and policies *Project management qualification and proven working experience with Donors will serve as an added advantage

*Good interpersonal, communication (written and verbal), computer (Ms Word, MS PowerPoint and MS Excel), customer services, conflict management, project and financial management skills *Ability to work independently and within a team *A valid driver's licence.

DUTIES : *Provide support on management of donor funding and compliance *Management of procurement processes of the EU funded Programme and projects *Ensure effective and efficient financial management *Assists with the compilation of budgets and MTEF inputs in line with the strategic and business plans *Maintains proper records management *Management of correspondence with internal and external stakeholders *Coordination of parliamentary questions responses from provinces and ensure safekeeping *Provide policy advice to strengthen financial management reporting, tracking and decision making *Extraction and consolidation of the Donor funds financial reports *Provide support and advice on asset management to Provincial Health Department *Risk management and audit queries.

ENQUIRIES : Mr AL Mokoana at tel no (012) 395 – 9519

CLOSING DATE : 1 August 2016