REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
0001

STAFF CIRCULAR MINUTE NO B1 OF 2018

STATE ACCOUNTANT (REFERENCE NUMBER: B1 OF 2018)

NOTE: THIS POST IS ADVERTISED FOR EMPLOYEES IN THE NATIONAL DEPARTMENT OF HEALTH AS WELL AS OUTSIDE ORGANISATIONS FOR PEOPLE WITH DISABILITIES ONLY.

SALARY : R226 611 per annum (plus competitive benefits).


REQUIREMENTS : A three year Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Accounting, Auditing or Economics. At least two (2) years appropriate experience in government finance of which one (1) year should be in budgeting. In-depth knowledge on effective financial administration within the Public Service including government procedures and policies regarding financial matters. Working knowledge of the Public Finance Management Act and Treasury Regulations. Sound knowledge of Basic Accounting System (BAS). Good communication (verbal and written), accounting, supervisory and computer skills (MS Office packages).

DUTIES : Preparation for Financial Management Committee (FMC). Evaluate the contents of each submission received and prepare recommendations. Secretariat for FMC. Compile agenda, take and compile minutes of meetings. Management of budget processes for Donor Funds. Supply monthly reports to donor coordinators. Identify incorrect and inconsistent classifications and rectify. Compile input and complete annexures on gifts, donations, sponsorships made and received on AFS and IFS. Management of risk and audit queries.

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. Applications may be posted to "The Director-General, Department of Health, Private Bag X828, Pretoria. 0001" for the attention of Ms M Shitiba or hand delivered at Reception (Brown application box), Civitas Building, corner Thabo Sehume (formerly known as Andries) and Struben streets. 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.

ENQUIRIES : Ms SW Pretorius at tel (012) 395 8868.

CLOSING DATE : 26 January 2018

CLOSING TIME : 12H00 Midday

ACTING DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: 11/01/2018

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