

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS: The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail

FOR ATTENTION: Ms T Moepi

NOTE: Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). 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 posts. 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 : **SENIOR STATE ACCOUNTANT: PAYMENTS AND BOOKEEPING**
(REF NO: NDOH 99/2022)

SALARY : R 321 543 per annum (plus competitive benefits)

CENTRE : Directorate: Financial Accounting. Pretoria.

REQUIREMENTS : An appropriate recognized National Diploma (NQF 6) in Financial Accounting/ Management or related equivalent qualification. A Bachelor's degree (NQF 7) in Financial Accounting/Management will be an advantage. At least five (5) years in government environment with three (3) years experience in bookkeeping/payments and in financial management. Knowledge of the Public Finance Management Act, Treasury Regulations, government policies, PSCBC resolutions and the Public Service Act. Knowledge of the Persal System, Basic Accounting System, Safetyweb and contents of the procedure manuals in bookkeeping/payments. Knowledge and understanding of general recognized accounting practices. Good communication (verbal and written), analytical, planning, organizing, problem solving, time management, interpersonal relations, teamwork, numeracy, accuracy and computer skills (MS Office package). A valid driver's licence.

DUTIES : Authorize processed financial transactions. Ensure that all general sundry payments including Conditional Grants are finalized. Perform bookkeeping support services. Clear all relevant suspense accounts prior to the scheduled closure date of National Treasury. Perform daily petty cash counts. Compilation of inputs for financial statements. Mitigate risk and audit queries. Implement internal control measures. Supervise human and physical resources.

ENQUIRIES : Ms GB Mawela at tel no 012 395 8917

CLOSING DATE : 3 October 2022
CLOSING TIME : 12:00 Mid-day
MEDIA : PSVC and NDOH Website