

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 M Shitiba

NOTE:

All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. 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

: **FINANCE CLERK (PRODUCTION) (REF NO: NDOH 2/2026) (X2 POSTS)**

Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply

SALARY

: R 228 321 per annum (plus competitive benefits)

CENTRE

: Directorate: Financial and Management Accounting. Pretoria

REQUIREMENTS

: Grade 12 certificate (NQF4). A Degree or Diploma in Finance will be an advantage. Experience in government finance will be an added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Good communication (verbal and written), interpersonal, planning, organizing, numeracy, and computer skills (MS Office package). Ability to perform routine task and operate office equipment.

<u>DUTIES</u>	:	Render financial accounting transactions. Receive and check sundry payments for processing. Perform salary administration support services. Monitor, reconcile, and clear the salaries suspense account. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services. Capture all financial transactions (e.g. interdepartmental claims). Clear suspense accounts. Render a budget support service. Collect input from budget holders. Prepare expenditure reports and distribute to managers.
<u>ENQUIRIES</u>	:	Ms G Mawela at tel no (012) 395 8695
<u>CLOSING DATE</u>	:	23 February 2025
<u>MEDIA</u>	:	PSVC and NDOH Website