

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 shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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

: **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING**
(REF NO: NDOH 69/2026)

Please note that this is a re-advert, applicants who previously applied need to re-apply.

SALARY

: An all-inclusive remuneration package of R932,292 per annum [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE

: Chief Directorate: Financial and Management Accounting, Pretoria.

REQUIREMENTS

: Grade 12 certificate and an appropriate NQF 7 in Financial Accounting / Public Finance / Auditing as recognised by SAQA. NQF 8 on any of the above mentioned qualification will be an advantage. At least three (3) years'

experience in Financial Accounting at middle management (ASD) level in financial accounting or auditing field. Knowledge of effective financial administration within the Public Service including Government banking procedures, PFMA, Treasury Regulations, Safety Net, Persal, SAGE system, Financial Delegations, Departmental policies and procedures and the Basic Accounting System (BAS). Knowledge of suspense/control accounts used by the Division: Bookkeeping. Knowledge of the Personnel Staff Codes as well as PSCBC Resolution 3 of 1999. Good communication (verbal and written), management, analytical, financial, auditing, problem solving and computer skills (MS Office package). A valid driver's license.

DUTIES

: Produce complete and accurate quarterly, Interims and annual financial statements report, including coordination of RFIS and communication of audit findings and liaise with AGSA on audit related matters. Collect inputs from various business units for the compilation of Financial Statements. Report fraud, irregular, unauthorized, fruitless & wasteful expenditure after it is detected. Manage accurate processing of financial transactions in respect of salaries and S&T claims. Monitor payroll certification process and ensure complies to National Treasury deadlines. Monitor monthly reconciliation of tax, SARS payment processed prior the 7th of each month. Bi-Annual and annual reconciliation finalized on a set due date. Ensure complete and accurate processing of sundry payment efficient bookkeeping and banking. Guide subordinates on clearing control accounts to ensure efficient accounting month and year end closure. Enforce adherence to Treasury requirements in relation to revenue management and bank reconciliation. Ensure effective movement of debtors and loss control (I,R,O irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure). Ensure that debt files, that is departmental debts and COVID 19 vaccination debts from public and private sites are followed up in writing monthly. Ensure movement of debts in respect of departmental debts and COVID 19 vaccination debts (accrued departmental revenue) from public and private sites. Manage personnel and risk management. Submit all inputs for operational plan and progress reports (including statistics) by internal due dates. Submit all performance agreements, appraisals and reviews by due dates stipulated by Human Resource.

ENQUIRIES

: Ms G Mawela at Tel no: 012 395 8695

CLOSING DATE

: 7 September 2026