



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20231003/1070
Advert Reference Number:	ETH DO 10/2023
Job Title:	Assistant Director: Finance (Conditional Grant Level 09)
Job Level:	09
Vacancy Type:	Internal & External
Salary:	R424 104 per annum plus benefits: 13th cheque, homeowners allowance, employers contribution to pension and medical aid (optional employee must meet prescribed conditions)
Department:	KZN HEALTH
Component:	ETHEKWINI DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	ETHEKWINI DISTRICT OFFICE
Number Of Posts:	1

Duties/Responsibilities:

- .Facilitate development of grant funding business plan per financial year.
- .Coordinate, manage and collate/consolidate budget estimates for grant funding as per business plans.
- .Facilitate the division/distribution of the budget allocation between all sub-programmes
- .Prepare, analyse and report on expenditure versus budget for the entire grant funding in the District.
- .Manage, coordinate and provide guidance to cash flow meetings and spending patterns
- .Identify, rate and institute control measures to minimise financial risks in the district
- .Conduct analysis on the expenditure trend to determine whether budgetary allocations are in line with the envisaged output performance and targets as per business plan
- .Provide regular reports pertaining to the grant performance e.g. DORA reports, variance reports, etc.
- .Manage the journalising process within the institution
- .Ensure correct staff linking and verification within objectives and responsibility
- .Manage resources with the sub-directorate
- .Conduct support visits to institutions within the district

Qualifications and Experience:

- .Bachelor degree/ National Diploma in Financial Management/ Cost & Management Accounting/ Financial Accounting.
- .3-5 years supervisory experience in Public Service within Financial Administration/Management component (Accounts payable, voucher control, budget & expenditure management and reporting)
- .Valid driver's license.

NB: Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of service and service record) should be attached.

Essential Knowledge, Skills and Competencies Required:

The incumbent of this post will report to the Deputy Director: M&E Finance, and will be responsible to report on activities to ensure effective and efficient production of reliable information on the District Grants financial Management of the Department and as such the ideal candidate must have:

- .Detailed knowledge of budgeting and financial management area of operation and associated processes.
- .Ability to communicate with all stakeholders and role -players at all levels in clear and unambiguous language.
- .Good knowledge of Public Finance Management as well as relevant Acts and Regulations
- .Sound Management, negotiation, interpersonal and problem solving skills
- .Knowledge of Labour Relations, discipline and grievance procedure
- .Good organizational and planning skills and ability to make independent decisions.
- .Knowledge of departmental and transversal systems e.g. (PERSAL, Vulindlela and BAS).
- .Numerical skills and understanding of grant funding management
- .Knowledge of MS office Software applications.

Additional Information

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 13 Oct 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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