

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20231012/1121
Advert Reference Number:	GTN 47/2023
Job Title:	Senior Finance Management Officer
Job Level:	08
Vacancy Type:	Internal & External
Salary:	359 517 00 - 420 402 00
Department:	KZN HEALTH
Component:	GREYTOWN DISTRICT HOSPITAL
Employment Type:	Permanent
Center:	GREYTOWN HOSPITAL
Number Of Posts:	1

Duties/Responsibilities:

- .Authorize commitments, payments, debts, receipts and journals on BAS.
- .Draw, analyse and present financial reports.
- .Manage suspense accounts and maintain debts file.
- .Consolidate Financial and SCM monthly and quarterly reports.
- .Identify risks and institute control measures to minimize financial risks in all departments.
- .Monitor and assess finance and SCM staff performance as per EPMD requirements.
- .Oversee the reconciliation of transactions (interface) on Persal with BAS.
- .Ensure fairness and transparency e.g. on procurement of goods and services in the institution.
- .Ensure that safeguarding of all face value documents.
- .Ensure that sufficient internal controls are in place and are implemented to ensure that all goods received are in line with goods that are ordered.
- .Ensure that irregular, wasteful, fruitless and unauthorized expenditure is minimized.

Qualifications and Experience:

- .Grade 12 (Senior certificate) Standard 10 PLUS
- .Diploma/Degree in Financial Management / Cost and management Accounting / Financial Accounting or any equivalent qualification
- .Three (03) to five (05) years' experience in public service within financial administration component (Budget & expenditure management, Accounts payable, Revenue, Asset and disposal, Procurement and stores, Voucher control and reporting.
- .A valid driver's license
- .Computer literacy: Micro soft Office Software applications and MS Outlook

Essential Knowledge, Skills and Competencies Required:

- .In depth knowledge of budgeting control and financial management area of operation and associated processes.
- .Good knowledge of Public Finance Management as well as relevant Acts and Regulations.
- .Interpersonal and problem solving skills.
- .Departmental and transversal system (e.g. BAS, Persal and Vulindlela).
- .Good organizational and planning skills and ability to make independent decision.
- .Ability to plan, build team spirit and meet deadlines.
- .Knowledge of MS office Software applications

Additional Information

- .2 years supervisory experience in Budget & Expenditure / SCM

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 : 27 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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If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.