



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240126/1389
Advert Reference Number:	LRH 01/2024
Job Title:	Deputy Director: Finance
Job Level:	11
Vacancy Type:	Internal & External
Salary:	R 811 560.00 R 952 485.00 per annum all-inclusive Package (Consist of 70% basic salary and 30% flexible Portion that may be structured in terms of applicable rules). OTHER BENEFITS :13TH Cheque, (Medical Aid Optional).
Department:	KZN HEALTH
Component:	LADYSMITH REGIONAL HOSPITAL
Employment Type:	Permanent
Center:	Ladysmith Regional Hospital
Number Of Posts:	1

Duties/Responsibilities:

.Manage functional of all finance & supply chain management components (Budget & expenditure, Revenue, Assets, Stores, Demand and Acquisition).

.Maintain adequate availability and efficient utilization of staff, Employee Performance Management and Development System, Training, discipline and manage grievances of staff in the component.

.Ensure clearance of suspense accounts and proper debt management.

.Identify risks an institute control measures to minimize risks in all areas /section that deal, with financial matters.

.Conduct analysis on expenditure trends and do budget estimates and ensure alignment with service delivery outcomes.

.Analyse, Audit, interpret and consolidate financial data as contain in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision- making.

.Draw, analyse, interpret BAS reports for cash flow purposes, ensure availability of funds, process journals and perform debt management and staff linking.

.Ensure proper management of assets.

.Develop and implement controls to ensure good audit outcomes and prepare Audit Improvement Plan.

.Take effective and appropriate steps to ensure maximum collection of revenue due to the hospital.

.Lead the Audit process when the institution is being audited by both internal Audit and Auditor General of South Africa.

.Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital and Clinics business plans, monitor and interpret cash flows and report on financial projections to Hospital Management and other relevant Management officials within the Department.

.Ensure proper responsibility for the management, safeguarding and maintenance of assets and liabilities of the Hospital and Clinics.

.Implement and manage and efficient, cost effective and integrated Supply Chain Management throughout the Hospital and Clinics.

.Monitor and manage the use of budget allocated to the Hospitals and Clinics and ensure that financial regulations/procedures and proper internal controls are in place and adhered to at all times.

.Ensure appropriate management and utilization of resources allocated to the component.

.Develop and customize guidelines for outsourcing none-core Hospital Functions and train line Managers.

Qualifications and Experience:

.Senior Certificate (Grade 12) or equivalent qualification

.Bcom Degree/ Advanced Diploma at NQF level 7 as recognized by SAQA in Financial management, financial accounting or advance diploma in accounting sciences.

.3-5 years middle managerial experience in a financial field.

.Driver's license

.CURRENT AND PREVIOUS WORK EXPERIENCE ENDORSED BY HUMAN RESOURCE DEPARTMENT

Essential Knowledge, Skills and Competencies Required:

.Ability to handle sensitive financial information in strictest confidence.
.Knowledge in budgeting, financial planning and analysis
.PFMA, Treasury Regulations and Supply Chain Management Act
.BAS
.Development of policies and understand HR Practices and staff relations
.Financial Management, Conflict management and Project Management.
.Organisational, Influencing, Analytical and Motivational
.Computer literacy e.g. MS Office suite and Presentation
.Project Management and Facilitation
.Interpersonal relations and Time management
.Planning, Communication - written and oral, Report writing, Supervisory.
.Problem solving and decision making

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 : 16 Feb 2024

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).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

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.