



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260212/3960
Advert Reference Number:	KCD 01 /2026
Job Title:	ASSISTANT DIRECTOR: FINANCE (CONDITIONAL GRANT) LEVEL9
Job Level:	09
Vacancy Type:	Internal & External
Salary:	R468 459.00 R551 823.00 per annum
Department:	KZN HEALTH
Component:	KING CETSHWAYO DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	KING CETSHWAYO DISTRICT OFFICE
Number Of Posts:	1

Duties/Responsibilities:

- .Prepare and consolidate the conditional grant business plan for all HIV/Aids Programmes and facilitate the division of the budget allocation to all institutions in the district.
- .Analyze the expenditure trends to determine whether expenditure incurred is utilized for its intended purpose and is it in line with the envisaged output performance priorities and targets and report to HAST Finance Manager and District Finance Manager monthly.
- .Monitor and Evaluate Conditional Grant expenditure vs budget and prepare, collate and report to District Finance Manager and HAST Finance Manager.
- .Monitor that efficient financial document control is maintained by facilities for effective filing, tracing and retrieval of documents for audit purposes. Evidence files to be checked monthly
- .Provide technical support to facilities within the district to ensure that the conditional grant is utilized as per the HIV & AIDS business plan and within the grant prescripts.
- .Liaising with the Program Managers in the District Office and Managers in the institutions (Finance, HR, Nursing Manager, PHC Supervisors, CEO) within the district in respect of staff linking and expenditure to ensure that the staff paid under the conditional grant is aligned and approved under the HIV/AIDS Conditional Grant Business Plan.
- .Liaise with District Pharmacy Manager and Institution Pharmacy Managers regarding misallocation of ARV Medicine and other commodity expenditure. Ensure that misallocations are corrected and that supporting documents are available.
- .Prepare monthly reconciliations for all programmes, as well as monthly variance reports.
- .Ability to provide office support services in an effective, efficient and professional manner and ensure that all expenditure under conditional grant documents are properly filled.
- .Ensuring that all the journals for conditional grant are checked, signed and effected timeously.
- .Ad-hoc duties as may be required by the supervisor.

Qualifications and Experience:

- .Matric Certificate or Grade 12 (Senior Certificate)
- .Bachelor's degree/ National Diploma in Financial Management, Accounting, Cost Management Accounting, or Equivalent qualification with major subjects in Accounting, Economics and Financial Management,
- .3-5 years supervisory experience in public service within financial administration component (Accounts payable & revenue, voucher control, budget & expenditure management and reporting).
- .Valid Drivers' Licence
- .A minimum of one-year conditional grant financial management experience will be an added advantage.
- .Attach proof of working experience endorsed by Human Resource

Essential Knowledge, Skills and Competencies Required:

- .Knowledge of Laws, Regulation, Policies, Instructions, Practices Notes, Public Finance.
- .Management Act, Treasury Regulation and Treasury Guidelines.
- .Possess in depth knowledge of budget procedures and BAS.
- .Have the ability to perform independently and under pressure.
- .Have good communication and interpersonal relations.
- .Be computer literate with a proficiency in MS Office Software, especially Excel and PowerPoint Software.
- .Knowledge of departmental and transversal systems e.g. (PERSAL, BAS, Vulindlela, etc.)
- .Have planning, organizing, analytic thinking and presentation skills.
- .Be able to provide technical support to all the institutions within the district and ensure that the conditional grant is spent for its intended purpose.
- .Possess knowledge of procurement procedures and advice.
- .Possess knowledge of human resources policies.
- .Possess knowledge of SCM Policies and Processes.

Additional Information

Valid Drivers' Licence

.A minimum of one-year conditional grant financial management experience will be an added advantage.
.Attach proof of working experience endorsed by Human Resource

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 : 20 Feb 2026

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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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.