



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260909/4647
Advert Reference Number:	UMG/2026/17
Job Title:	Finance Clerk
Job Level:	5
Vacancy Type:	Internal & External
Salary:	R237 453.00
Department:	KZN HEALTH
Component:	UMGUNGUNDLOVU DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	UMgungundlovu Health District Office
Number Of Posts:	1

Duties/Responsibilities:

- . Liaise with Institutions and other organizational units regarding:
 - . The submission of budgetary and accounting information; and
 - . Unclear and non-submission of information
- . Provide the maintenance of the financial data and information required for budgetary and accounting on the relevant systems.
- . Provide general administrative duties related to the management of finances, including general corresponding with all role-players and dealing with queries related to financial data and information required.
- . Provide financial support to enable the responsibilities of the Unit to be executed, including:
 - . Travel arrangements for staff in the Units
 - . Preparation of documentation and other material required by the accountants; and
 - . Maintaining of financial document filing systems
- . Process financial transactions.
- . Clear accounts on a weekly basis so that expenditure is correctly recorded against the voted budget
- . Prepare financial transactions for submission to Voucher Control Section.

Qualifications and Experience:

- . Grade 12 / Matric or equivalent
- . No experience required.

Essential Knowledge, Skills and Competencies Required:

- . Legislative and policy framework informing the area of operation
- . Batho Pele Principles
- . Planning and organizing
- . Verbal and written communication
- . Problem Solving
- . Basic financial

Additional Information

An appropriate Bachelor's Degree / National Diploma as recognized by SAQA in Finance with appropriate administrative and office support experience in the financial environment will serve as an added advantage.

Valid Driver's License

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 : 25 Sep 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).

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.