



Province of the
EASTERN CAPE
HEALTH

CLOSING DATE: 16 FEBRUARY 2018

NOTE: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

Applications directed to the addresses as indicated below or Hand Delivered as indicated below:

Post to: Recruitment & Selection Office, Department of Health (Head Office) Private Bag X0038 Bhisho 5605 or hand deliver to: Recruitment & Selection Room 310 3rd Floor Dukumbana Building Independence Avenue Bhisho 5605.

MANAGEMENT ECHELON

POST: DIRECTOR INTERNAL AUDIT- REF NO. ECHEALTH/ DIR/IAUD/HO/02/01/2018

SALARY: R 948 174 – R1 116 918 per annum (Level 13)

CENTRE: Bhisho, Head Office

REQUIREMENTS: A undergraduate qualification in Accounting or Auditing (NQF Level 7) with GIA or CA (SA) is essential. Appropriate six (6) years Internal Auditing Experience with atleast five (5) years at middle management experience. Demonstrate knowledge, understanding and application of current Internal Audit standards and methodology. Knowledge of specialized Internal Audit Services such as IT audits, forensic audits and performance audit. Sound knowledge of CAATS, Preference will be given to candidates with proven Analytical, lateral and innovative thinking, problem solving and good Communication skills. Candidates should possess relevant core management competencies. A driver's license. Membership of the institute of Internal Auditors.

DUTIES: Preparing strategic and operational plans for the unit. Preparing risk based internal audit plans. Execution of Internal audit plans according to the International Professional Practice Framework. Management performance of Subordinates. Reporting to Audit Committee meetings. Working effectively with external auditors to ensure sufficient and efficient risk and audit Coverage. Facilitating training and development of Internal audit staff, Monitor Implementation of Internal audit recommendation by the department.

Enquiries: Ms Kakaza Tel no 040 608 1063

POST: DEPUTY DIRECTOR INTERNAL AUDIT- REF NO. ECHEALTH/ DD/AUD/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Degree or equivalent qualification in Accounting and Internal Auditing with minimum of 5 years' experience and atleast 3 years as an Assistant Director/ Supervisor level in an Internal Audit and Accounting environment. An understanding of government auditing practices is also required. Strong leadership and Management skills. To perform this job successful candidates must possess a working familiarity with COSD guidelines on Internal Audit control and must have a valid driver's license and must be willing to travel extensively throughout the province. A certified Internal Audit qualification will be an added advantage.

DUTIES: The manager will be responsible for planning of assignments, development of a tool to monitor the performance on assignments, preparation of audits Program which adequately address risks and reduce the exposure of the department, monitoring progress on assignments, enforce reporting on assignments by Assistant Manager, reviewing the work of Assistant Manager, preparation of audit reports on findings and reporting on these to the Senior Manager Internal Audit and Client Line Management. Demonstrate ability to think fast and take quick decisions and must be innovative at the practical level.

Enquiries: Ms Kakaza Tel no 040 608 1063

POST: DEPUTY DIRECTOR: PERSAL CONTROLLER - REF NO. ECHEALTH/ DD/PERS/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: A relevant tertiary qualification coupled by a minimum of five years' experience as an Assistant Manager. Possession of relevant modules like PERSAL Controller and Establishment Control. Proven experience in utilisation of Microsoft Office programmes like Access, Excel and Word. Computer programming course will be an added advantage. Ability to provide strategic and operational guidance to top management and users as well on functionality of post establishments. Excellent knowledge of human resource Regulatory Framework that governs public service.

DUTIES: Regular updating of PERSAL system with all changes in the departmental organogram within the department. Maintain organisational and establishment structures on PERSAL in close collaboration with Organisational Development Directorate of the department. Management movement of staff in terms of pay-points in order to eliminate any possibility of undesirable elements within the PERSAL system. Extract, manipulate and analyse PERSAL information and report to top management as part Management Information System. Up-to-date PERSAL database and adherence to minimum information standards. Ensure that there is at all times reliable and credible information on PERSAL. Manage all PERSAL controller functions as dictated by National Treasury, Provincial Treasury and Departmental management.

Enquiries: Mr Makitshi Tel no 040 608 1953

POST: DEPUTY DIRECTOR: COMPLAINTS MANAGEMENT REF NO. ECHEALTH/DD/COMP/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Bachelor's Degree /National Diploma in Health Related field, 5 years' experience in Public Health Sector of which 3 years must be at Assistant Director Level preferable in Clinical Complaints Management. Strong leadership qualities and an understanding of the challenges facing the delivery of health care in the province. Creative and Innovative thinker, adaptable to change in the work environment. Valid drivers' license and must be willing to travel extensively in the province. Experience in Clinical Complaints Management will be an added advantage. Knowledge of Public Service Regulatory framework, policy and legal prescripts applicable to health care service delivery. Application of knowledge of operations in attaining service delivery imperatives. Capability to manage

project and programmes. Computer literacy. Sound investigative and report writing skills. Good communication skills. Planning and organising skills.

DUTIES: Development, implementation, evaluation and communication of complaints management policies to health facilities. Undertake in depth investigation of clinical customer complaints. Render advisory service to the management in respect of the reported complaints. Overall co-ordination of complaints management in the entire spectrum of the province. Support districts and Sub districts in the implementation of National Core Standards. Manage the operationalization of Batho Pele principles and Patient Rights Charter. Undertake Patient satisfaction survey to monitor the quality of care. Implementation and coordination of National Flagship Programmes (e.g. Service delivery Improvement Plans). Management human resources. Monitor and ensure proper utilization of financial and physical resources.

Enquiries: Mrs Ngada Tel no 040 608 1346

POST: DEPUTY DIRECTOR: CONTRACT MANAGEMENT - REF NO. ECHEALTH/ DD/CONT/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate recognized degree in Law with at least 5 years post graduate experience. Sound knowledge of the principles of administrative and Constitutional Law. An accounting or commercial background will be an added advantage. Experience or exposure in the area of Contracts and Agreements is STRONGLY recommended. Knowledge and understanding of Supply Chain Management Framework also an added advantage. Knowledge of Public Finance Management Act, Treasury Regulations and relevant prescripts, broad legal framework. Negotiations and interpersonal skills, computer literacy, ability to write quality reports, communication and presentation skills, ability to analyse both legal and commercial risks. At least two years proven Managerial/Supervisory experience. Willing to travel extensively. Be prepared to work long hours and with no supervision at times. Valid driver's license essential.

DUTIES: Management of Departmental Contracts and Agreements. Ensuring implementation of contract management policy, procedure and systems. Ensure best practise Supply Chain Management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislation. Provide support and professional LEGAL advice on Supply Chain Management matters in particular and related issues to the Department. Drafting and Vetting of contracts. To be involved in disputes and complaints management. Staff supervision.

Enquiries: Mr Mashumi Tel no 040 608 9517

POST: DEPUTY DIRECTOR: INTERGRATED STRATEGIC PLANNING REF NO: ECHEALTH/ DD/STR/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate recognized three-year Bachelor's Degree / National Diploma or equivalent qualification in Health Sciences, Social Sciences and Public Management with at least five to eight years' experience within the Public Service; Knowledge of Public Sector Administration, National and Provincial Health Acts and their regulations, Public Service Act and Regulations, Public Finance Management Act and other relevant National and Provincial Prescripts; Knowledge and understanding of government planning processes and cycle; national Treasury Regulations, Guidelines and Frameworks on strategic planning and management of performance information; Clear understanding, interpretation and analysis of health indicators for strategic planning purposes; Good communication (verbal and written), analytical, people management and interpersonal skills. Ability to work independently with limited supervision. Knowledge, possession and application of computer skills e.g. Word, Power point, Excel, and other computer programmes for planning, etc. A valid code 08 (Code B) Driver's License is a must. Please note, not a learner's License.

DUTIES: Provide support in the development and review of the Strategic Plans, Annual Performance Plans, annual business plans and Operational Plans of the Eastern Cape Department of Health. Build and develop capacity in the Eastern Cape Department of Health for effective and efficient health planning and execution of departmental plans.

Facilitate approvals and tabling of the strategic and annual performance plans to relevant oversight bodies within the stipulated time frames. Communicate the strategic imperatives to all employees of the department. Assist in the alignment of all plans (Facility, Districts and Province) with the strategic plan of the ECDoH, Provincial Development Plan, National Department of Health's Strategic Plans and Health Council Priorities, Medium Term Strategic Framework, National Development Plan, the Sustainable Development Goals and the Provincial Cross Cutting Obligations. Judicious support and reporting responsibilities to the management and assist in the production of monthly and quarterly reports of the Integrated Strategic Planning Unit.

Enquiries: Mr Bekwa Tel no 040 608 1123

POST: DEPUTY DIRECTOR: ICT APPLICATION SUPPORT REF NO: ECHEALTH/ DD/ICTAP/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Bachelor's Degree / Diploma in Information Systems. At least 5 years of full time work experience in an Application Support Analyst role and /or related functions. ITIL Certification, Business Analysis certification and experience. Project Management. Experience on the Microsoft Suite products and applications. Experience within the Health Environment will be an added advantage. Hands on team leadership and management experience, ideally coupled with suitable management qualifications. Report writing and problem solving skills.

DUTIES: Implementing systems also support administration and maintenance of already existing systems. Providing documentation and training staff in existing business information applications, testing system upgrades and preparing business reports relevant to the EDoH will also be necessary. Provide technical support to the users that can be done either in person, via telephone or via email. Ensure a better usability of the system, by enhancing it and manage different development tasks. Administer systems and implement new software. Provide incident management support to the Service Desk team and end-user ensuring all incidents are managed in accordance with IT Incident and Major Incident Management processes, within agreed service levels and according to Operational Level Agreements targets. Identifying new problems and providing problem management support to the Problem Management team, ensuring all problems are managed in accordance with the IT Problem Management process and within agreed service levels. Preparing and building approved application requests, service installations and system access requests in accordance with the IT Service Request process, within agreed service levels, and according to Operational Level Agreement targets. Preparing and building authorized changes, including the production of back out and testing plans, implementing approved changes where appropriate. Planning, design, build, configuration and testing of hardware and software releases to create a defined set of release components. Streamline the entire process for capturing, routing, and fulfilling request for application changes and IT services. Guide IT efforts from application development through testing and into production, helping to focus resources on timely delivery of a feature or set of features that the business needs, roll put application features to support the business without jeopardizing the stability of the operational environment. Provide guidelines and support for the deployment of releases. Assign authorized changes to release packages and to define the scope and content of the Releases .Develop a schedule for building, testing and deploying the release. Issue all necessary work orders and purchase request so that release components are either bought from outside vendors or developed/customized in house. Deploy the release components into live production environment. Training end-users and operating staff and circulating information/documentation on the newly deployed release or the services it supports. Resolve operational issues quickly during an initial period after release deployment and to remove any remaining errors or deficiencies. Formally close a release after verifying if activity logs and content are up to date. Review business services and infrastructure services on a regular basis to improve service quality where necessary and identify more economical ways of providing a service where possible. Evaluate process on a regular basis. Define specific initiatives aimed at improving services and processes, based on the results of service reviews and process evaluations. Verify if improvement initiatives are proceeding according to plan, and to introduce corrective measures where necessary.

Enquiries: Ms Gumede Tel no 040 608 1197

POST: DEPUTY DIRECTOR: ICT SECURITY- REF NO. ECHEALTH/ DD/ICTSEC/HO/02/01/2018

SALARY: R 657 558 – R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Bachelor's degree/ Diploma in Information Systems. Five (5) to seven (7) years full time work experience in IT Security, experience in an information security management and /or related function (such as IT audit and IT Risk Management). Certified Information Systems Security Professional qualifications such as CISSP or CISM. Hands on team leadership and management experience, ideally coupled with suitable management qualifications. Absolutely trustworthy with high standards of personal integrity (demonstrated by an unblemished career history, complete lack of criminal convictions etc), and willing to undergo vetting and / or personality assessments to verify this if necessary. Must be able to show commitment to security programs, have experience with budgets and know IT Systems in detail. Communication skills are crucial.

DUTIES: Create and Implement corporate IT Security practices and ensuring that employees follow those procedures. Securing Wi-Fi networks, handling offsite storage of backup tapes, establishing policies for lost laptops and much more. Providing line management, leadership and strategic direction for the function and liaising closely with other managers. Routine line management and leadership of staff. Leadership and strategic direction for the function, ranging from budgeting to motivational and promotional activities expounding the value of information security. Liaison with and offers strategic direction to related governance functions (such as Physical Security/ Facilities, Risk Management, IT, HR, Legal and Compliance) plus Senior and Middle Managers throughout the department as necessary, on information security matters such as a routine security activities plus emerging security risks and control technologies. Recruitment, leadership and direction for a loose network of information security ambassador distributed throughout the department. Lead the design, implementation, operation and maintenance of the Information Security Management System based on the ISO/IEC 27000 series standards, including certification against ISO / IEC 27001 where applicable. Offer Internal Management consultancy advice and practical assistance on information security risk and control matters throughout the organization and promoting the commercial advantages of managing information security risks more efficiently and effectively. Lead or commission the preparation and authorizes the implementation of necessary information security policies, standards, procedures and guidelines, in conjunction with the Security Committee and leads the design and operation of related compliance monitoring and improvement activities to ensure compliance both with internal security policies etc. and applicable laws and regulations. Lead or commission suitable information security awareness, training and educational activities and commissions information security risk assessments and controls selection activities, commissions activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties. Ensure confidentiality, integrity and availability of an organization's assets, information, data and IT services. Ensure that the IT service providers can provide minimum agreed service levels in cases of disaster, by reducing the risk to an acceptable level and planning for the recovery of IT services.

Enquiries: Ms Gumede Tel no 040 608 1197

POST: DEPUTY DIRECTOR: ICT ARCHITECT- REF NO: ECHEALTH/ DD/ITART/HO/02/01/2018

SALARY: R 657 558 –R774 576 per annum (Level 11)

CENTRE: Bhisho, Head Office

REQUIREMENTS: An appropriate Bachelor's Degree / Diploma in Information Systems. Experience in management support systems, network security and system design. Strong written and communication skills to complement an aptitude for computer systems. Creativity, flexibility and adaptability will also serve well in this often-diverse environment. Must be able to provide a high degree of team leadership through complex projects. The candidate must be able to develop information as strategic tools to help business compete in a global environment. Analyze emerging technologies and make recommendations for adaptation. Must be able to implement a process –based approach to meeting organizational goals. Ability to work well individually and in teams. High technical aptitude. Excellent analytical and problem solving skills. Business Process Management. Services oriented Architecture. Must be able to provide technical leadership and consultation with strategic decision making.

DUTIES: Design information systems to be implemented according to an organization's goals, needs and objectives establish a system's basic structure, defining essential design features and providing a framework for developers to follow. IT Architect will participate in a variety of activities, including defining requirements, assessing server, storage and infrastructure sizing, analysing hardware sizing to meet application requirements and designing load balancing and clustering solutions according to architecture standards. Prepare Architectural design documentation, including diagrams and inventories. Oversee building business plans, strategic direction, and standards for procedures and policies as they relate to IT systems architecture. Ensure application requirements are understood and translated to

technical solutions. Collaborate with staff, users and Senior Management on establishing business goals, reviewing new and existing IT projects, systems designs and plans, and conducting research on emerging technologies to support changes in infrastructure. Design, develop and supervise implementation of test plans and report findings, in addition to making recommendations to appropriate stakeholders. Monitoring system performance and addressing any network or server-related issues. Train newly hired employees and plan new networks. Design and maintain computer networks using computer design software to model and test network plans prior to implementation. Additionally, simulate adding new hubs, changing routers or making other modifications to existing networks. Responsible for scheduling technician assignments and assessing budgetary needs, which may include estimating upgrade costs or switching.
Enquiries: Ms Gumede Tel no 040 608 1197

POST: DEPUTY DIRECTOR: HRM REF NO. ECHEALTH/DDHRM/JGD/02/01/2018

SALARY: R 657 558 – R 774 576 per annum (Level 11)

CENTRE: Joe Gqabi District Office

REQUIREMENTS: An appropriate Bachelor Degree or National Diploma in Human Resource Management or Public Administration/Management. A Postgraduate qualification will be added advantage. Five (5) years' experience in HR Administration of which 3 years should be at an Assistant Director level. A valid driver's licence. Excellent knowledge of all public service statutory and regulatory requirements w.r.t. HRM. Management and leadership skills are essential in this post. Knowledge of the Public Service Act, PFMA and Regulations. White Paper on transformation of Public Service. Basic Condition of Employment Act. Employment Equity Act. Skills Development Act. Public Service transformation and management. Computer literacy with advanced skills in Excel, Word, Powerpoint packages. Planning and organizing skills, Problem solving, Presentation and information analysis skills, People and diversity management. Financial Management skills. Client orientation and customer focus. Communication and interpersonal skills. Project Management. Batho Pele Principles. Proven Knowledge of HR Information Management.

DUTIES: Develop and facilitate the implementation of all HR Administration policies. Quality assurance of all documents, statistics and PERSAL transactions before sign-off or authorisation. Ensure that HR systems and processes are in place to enable HR support to all employees in the Frere Hospital. Effective management of benefits and compensation framework, and records management. Coordinate the implementation and maintenance of an approved organisational structure. Manage and guide the recruitment and selection processes in the Frere Hospital. Develop and present monthly and quarterly reports on all areas of responsibility. Manage and lead a team of HR Practitioners in an effective and efficient.

Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9629.

POST: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO. ECHEALTH/DDFM/CHHD/02/01/2018

SALARY: R 657 558– R774 576 per annum (Level 11)

CENTRE: Chris Hani Health District Office

NB: This is a re-advertisement. (Those who had applied before are welcome to apply again)

REQUIREMENTS: National Diploma (NQF level 6) or B. Degree (NQF level 7) in B.Com/B.Compt /Financial Management majoring in Accounting. Minimum of 10 years' experience in a financial environment. 3 years managerial experience at Assistant Director's level in Public Finance. Understanding Financial management as implemented in the Government and within the context of budgeting and spending. Knowledge and Understanding of PFMA; Treasury Regulations; Treasury Notes; LOGIS; BAS and PERSAL. Strategic capability and leadership programme and project management. People management and empowerment. Service delivery innovation. Knowledge Management. Client orientation and customer focus. A valid driver's licence (Attach proof)

DUTIES: Give direction and coordinate all Financial Management functions in the District. Extract, analyse and validate financial information and prepare financial report. Expenditure management and conduct budget reviews Plan and control district budget. Manage supplier payments and ensure timeous processing of payment to creditors within supply chain guidelines and prescripts. Efficient management of staff salary related matters and implement corrective measures where necessary. Monitor payroll systems, non-payment of ghost employees. Manage the collection of revenue and management of debtors. Manage the allocated resources of the Sub -directorate in line with legislative

and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards in ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Develop Audit improvement Plan for the unit.

Enquires: Mr Gazi Tel no Tel. 045 807 1110/1101

POST: DEPUTY DIRECTOR ICT REF NO: ECHEALTH/DDFA/NMAH/02/01/2018

SALARY: R 657 558 – R 774 576 per annum (Level 11)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: A relevant three-year tertiary or equivalent qualification in ICT / IS. Five years relevant working experience in the IT industry or in an IT role of which two years must be on a supervisory level. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. Must have a valid driver's license and Advanced computer skills. Must display the willingness to work under pressure and extended working hours. Willingness to travel. Experience in project management, Systems development life cycle and business process analysis and telecommunication management will be an advantage. A+, N+ or MCSE certificates and experience in a hospital environment will be an added advantage. Knowledge and skills: Departmental policies and procedures, knowledge of labour legislation relevant to the post, business acumen, interpersonal relations. Communication, reporting, collecting, formatting and explaining information, negotiation and influencing and understanding the needs of non-technical / internal clients. Basic knowledge of Departmental transversal systems e.g. BAS, PERSAL, LOGIS, PACS, amongst others. Written and verbal communication skills. Interviewing skills. Analytical and problem solving ability. Staff and interpersonal skills. Project Management skills. Computer skills. Business process analysis skills. Risk and Control assessment skills.

DUTIES: Implementation and management of an electronic help desk function. Provide and maintain office automation services. Provide system and support services. Maintain and manage the PABX/switchboard systems in the institution. Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Ensure computers are protected against viruses and malicious attacks. Maintain a disaster recovery plan and procedures. Maintain backup plans and test backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Manage the implementation of information communication technology systems. Manage the implementation of quality management system for information communication technology. Monitor the provision of software application support by the Network Controllers. Manage the asset register of IT equipment, schedule of computer repairs and maintenance, and installations. Provide IT staff with technical assistance were needed. Deploy Microsoft software and manage the licensing of software. Manage Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development. Manage vendors and 3rd parties. Align systems to Departmental strategic directions. Ensure availability, integrity, access, storage and security of all data within the Department through the creation of an integrated knowledge management service and a business intelligence function. Manage the maintenance of LAN Communication infrastructure including videoconference/communication infrastructure and solutions. Prepare, implement and monitor replacement/maintenance plan.

Enquiries: Ms Calaza - Tel no: 047 502 4320.

POST: DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: ECHEALTH/DDFA/NMAH/02/01/2018

SALARY: R 657 558 – R 774 576 per annum (Level 11)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Three year tertiary qualification or equivalent qualification/ an appropriate degree/diploma in commerce/Finance (Financial accounting or financial management related degrees or diploma). A minimum of 5 years' experience and at least 3 years appropriate relevant experience in financial accounting services environment (sundry payments and or salary administration) as an Assistant Director or equivalent. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and Salary Administration (PERSAL). Good communication skills (written and verbal). Good office administration, planning and organizational skills Computer

Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Analyse and interpret financial data, do report writing and conduct meetings. Analytical skills, strategic thinking and problem solving abilities. Good communication skills and sound interpersonal relations. Payment of suppliers within 30 days. Ensure audit and communication to external and internal auditors. Ability to work in a team environment. Strong computer literacy, project management and presentation skills. The ability to meet deadlines.

DUTIES: Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS or LOGIS. Monitor and control suspense accounts and exceptions. Ensure the administration of departmental payments (30 days maintained). Manage all resources allocated within the Section. Identify budgetary risks. To prevent, detect, investigate and report unauthorised, irregular fruitless and wasteful expenditure. Compilation of monthly and quarterly reports. Verify and authorize appointments on PERSAL. Verify and authorize promotions on PERSAL. Analyze the PERSAL reports and allocate rejected transactions on PERSAL. Conduct post audit to confirm authenticity of payments after processing on Persal and BAS. Co-ordinate and respond to internal and external auditors. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with payment related enquiries and implements corrective measures where necessary. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [PMDS].

Enquiries: Ms Calaza - Tel no: 047 502 4320