



HEALTH

KwaZulu-Natal

Pholela Community Health Centre
Private Bag X 502, Bulwer, 3244
D1213 Hlanganani Road, Bulwer 3244
Tel.:039.8329491 Fax 039.8329662
Email. Nonzuzo.madlala@kznhealth.gov.za:

Reference: Recruitment
Enquiries: Mrs. NP Shezi
Date 07/11/2012

TO HEAD OF ALL INSTITUTIONS

VACANCIES AT PHOLELA COMMUNITY HEALTH CENTRE

The content of this Circular Minutes must be brought to the notice of all eligible officers and employees of your establishment without delay, including those in all regional/district offices.

Institutions must notify all candidates who qualify for the post in this circular minutes even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES-

1. The following documents be submitted :
 - a) Application for Employment Form (Form Z83), which is obtained from any Government Department **OR** From the web site www.kznhealth.gov.za
 - b) Certified copies of highest education qualification and professional registration certificates-not copies of certified copies. **Certifying date must be not older than three months**
 - c) Certified copy of ID
 - d) Curriculum Vitae
 - e) Applicants to ensure that a separate application form and a CV is submitted for each post applied for.
 - f) The circular Minutes number must be indicated in the column provided on Z83 form e.g. **PHO. 01/2011**

NB: Failure to comply with the above instructions will disqualify applicants.

2. Please note that due to the large number of applications received, applications will not be acknowledged. However every successful candidate will be advised of the outcome of their application, in due course.
- 4 **PERSONS WITH DISABILITY SHOULD FEEL FREE TO APPLY FOR THE POST.**
- 5 This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all occupational categories in the Department.
- 6 **Applications should be forwarded to:**

The CHC Acting CEO
Pholela Community Health Centre,
Private Bag X502, Bulwer 3244 to the Attention of:
Mrs NP SHEZI

- 7 **CLOSING DATE : 19 November 2012**

ACTING CENTRE MANAGER

uMnyango Wezempilo . Departement van Gesondheid

Fighting Disease, Fighting Poverty, Giving Hope

POST : **FINANCE MANAGEMENT OFFICER (level 7)**
INSTITUTION : **Pholela CHC**
REFERENCE : **PHO 23/2012**
SALARY : **R160224.00**
OTHER BENEFITS : **13th CHEQUE**
MEDICAL AID (OPTIONAL)
Housing Allowance (employee must meet prescribed requirement)

MINIMUM REQUIREMENTS:

- A Bachelor Degree or Diploma in Finance Management or Accounting / Public Management.

RECOMMENDATION

- Computer literacy: MS Software Application (Excel, PowerPoint)
- Knowledge of Bas will be an added advantage

KNOWLEDGE, SKILLS TRAINING AND COMPETENCES REQUIRED

- Knowledge and understanding of Public Finance Service prescripts and policies
- Sound management, negotiation, communication, supervisory, Interpersonal and problem solving skills
- Good verbal and written communication skills
- In- Depth knowledge of the Basic Accounting System (BAS)
- Ability to deal with all level of staff
- Good or organizing, planning, problem solving and team building skills
- Ability to work under pressure and meet required deadlines
- Ability to prioritize issues and to comply with time frames

KEY PERFORMANCE AREAS

- Authorizing of commitments, payment and general journals on BAS
- Management and clearing of suspense account and reconciliation thereof on monthly basis
- Ensure payments are processed within 30 days of the invoice date
- Co-ordinate budgetary processes of various programmes within the institution
- Implementation of sound financial management control to be ensure that the CHC and clinics remain within its monthly budgetary cash flow
- Update cash flow monitoring and financial report tool on a monthly basis
- Update IYM tool on a monthly basis
- Monitor monthly expenditure and report tool on a monthly basis
- Exercise budget and expenditure control with regard to purchase of supplier for the CHC
- Prepare all finalized payments batches verification and forward to voucher control monthly
- Prepare and submit monthly financial return to Head Office
- Maintain suspense, debt accounts and general journals of the institution
- Perform supervisory functions to budgetary and expenditure section
- To ensure effective and efficient utilization of resources
- To deal with grievances and labour relation issues for the unit
- Monitor performance of his/ her staff through the implementation of EPMDS

Enquires: MR. MJ ZUMA

Tel no: 039 832 9488

Closing Date:19/11/2012