

ERRATUM

The Department has recently issued circular 01 of July 2022 (Website) Advertisement of Clinical posts for various health institutions.

1. The following posts has been advertised erroneously, please note the amendment below:

POST: ASSISTANT DIRECTOR: FINANCE REF NO. ECHEALTH/ASD-FIN/FEPH/ARP/01/07/2022

SALARY: R382 245 – R450 255 per annum (Level 9)

CENTRE: Chris Hani District, Komani Psychiatric Hospital

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) as recognized by SAQ in Commerce/Financial Accounting/ Financial Management/ Public Finance or relevant qualification coupled with 5 years' experience of which 3 years must be at supervisory level (SL7&8) in Salary Administration Section. Competencies: Must have working knowledge of Government Financial System i.e. Basic Accounting System (BAS) and PERSAL system. Good writing, communication and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. A strong understanding of Public Finance Management Act of 1999 (PFMA), Treasury Regulations, General Recognized Accounting Practice (GAAP) and Public Service Regulations. Knowledge of the Public Sector and SCOA. Report writing skills, proven interpersonal skills and excellent financial management skills.

DUTIES: Check and authorize all salary related transactions on salary system: Supervise the receiving and recording to ensure all required documents from HR department. Ensure submission of documents to Internal Control Unit for compliance checking. Prepare BAS payments: Check payment advice. Check and verify banking details before payment. Ensure record keeping and filing of salary related documents: File salary related documents accurately after supplementary run. Store all files and up to date record keeping safely; in accordance to set policies and procedures. Clearing of salary related suspense accounts: Requests BAS reports on BAS system of suspense accounts (such as Medical Aid, UIF, Salary Deductions disallowances). Perform clearance on the BAS system that reflects no outstanding amounts and submit to Senior State Accountant. Manage area of responsibility. Perform PERSAL Salary Controller Functions.

Enquiries: Mrs N Mzola Tel no 045 858 8400.

2. Changes in centre:

POST: DEPUTY DIRECTOR: HIV/AIDS, STIs & TB (2 POSTS)

CENTRE: OR Tambo District REF NO: ECHEALTH/DD-HAST/ORTD/01/07/2022 x1 has been changed to Alfred Nzo District

NOTE: The closing date still remains the 29 July 2022.