

BUSINESS UNIT: NICD  
DISCIPLINE: MANAGEMENT AND ADMINISTRATION  
LOCATION: SANDRINGHAM  
POSITION: MANAGER: FINANCE AND ADMINISTRATION (RE-ADVERTISEMENT)  
PAY GRADE: D4  
REFERENCE NUMBER: NICD0519/001-04

**To manage and oversee the corporate finance and administration support service of the NICD in line with business requirements and needs.**

### Key Job Responsibilities

■ Implement and communicate all NICD and NHLS policies, systems, procedures and internal controls to ensure smooth operation of the NICD and compliance with audit requirements ■ Facilitate the development and implementation of branch business plans and budgets to ensure NICD compliance with National Strategic requirements and objectives ■ Monitor, control and report on financial performance of the NICD against the budget to ensure cost effective, efficient service that is compliant with PFMA requirements ■ Responsible for preparation of the NICD budget ■ Review, recommend and report on capital expenditure for authorisation by the Executive Director to ensure that expenditure remains within allocated budget and is distributed equally between various business units in the NICD ■ Facilitate the implementation of Service Level Agreements (SLA's) and contracts to ensure that the needs of customers and NICD business objectives are met ■ Manage and oversee the overall financial systems of the NICD in accordance with the NHLS rules, policies and procedures ■ Provide support guidance and support for NICD grant related financial management ■ Manage and oversee the entire procurement function for the NICD in line with regulatory requirements and business needs ■ Ensure that staff have adequate training to conduct respective duties ■ Manage and oversee the stores and receiving offices ■ Oversee the General Services of the NICD in order to support logistical business needs and improve overall efficiency of the NICD ■ Control flow management to ensure the availability of funds to meet the needs of the business ■ Responsible for all financial internal and external audits for NICD ■ Engage in ad-hoc duties as allocated by Executive Director.

### Minimum Requirements and Key Competency

■ 3 year degree in Financial management or Accountancy ■ Honors degree in Financial Management or Accountancy (desirable) ■ 8 years post qualification experience in Financial Management and General Management ■ Project Management ■ Completed articles at an Audit firm (Signed of by SAICA) (desirable) ■ Knowledge of PFMA Regulations ■ Knowledge of IT Systems ■ Knowledge of HR Policies and relevant legislature ■ Basic knowledge of networks and laboratory IT systems ■ Knowledge of procurement principles ■ General Management - security, transport, facilities etc. ■ In-depth knowledge of Financial Principles ■ Knowledge of Financial Analysis ■ Interpersonal skills ■ Problem Solving ■ Excellent work ethics ■ Deadline Driven ■ Attention to detail.

Enquiries may be directed to Azia Nxumalo @ 011 555 0581, email application to [Recruiter4@nicd.ac.za](mailto:Recruiter4@nicd.ac.za)