

		(Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Verify and submit contracts for endorsement. Compile and submit monthly reports to management. Maintain the filing and archive system. Supervise junior officials. Provide training of subordinates and new appointees under direct supervision. Monitor and ensure compliance to prevailing regulatory framework. Assist in the coordination and execution of administrative tasks. Attend meetings as and when required. Handle queries and enquiries from Services and Divisions. Liaise with other stakeholders and role-players.
<u>ENQUIRIES</u>	:	Mr L.S. Khotle, tel, (012) 392 2557.
<u>APPLICATIONS</u>	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at reception. Note: (Please use reference number not post number).
<u>NOTE</u>	:	Preference will be given to African males, African females, Indian males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 22/92</u>	:	<u>ADMINISTRATION CLERK (PATIENT ADMINISTRATION): SUPERVISOR</u> <u>REF NO: SG 02/23/05</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	South African Military Health Service HQ, (Patient Administration), Lyttleton, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent with three (3) to five years (5) years' experience of in Patient Administration environment. Special requirement (skills needed): Computer literacy (Word and Excel organizing and interpersonal relationship skills basic knowledge of Health Informatics System (HIS), Financial Management system (FMS) and mainframe. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Familiar with the use of UPFS tariffs, proven ability to communicate effectively (verbal and written), orientated towards teamwork and receptive to work related suggestions. Enthusiastic and positive personal conduct.
<u>DUTIES</u>	:	Processing/capturing of medical invoices received from Potential Private Suppliers (PPS's) on HIS and link them to FMS for payment. Receive invoices on HIS, through investigation of invoices, verification, printing of attachments and dispatching. Detecting and report irregularities, compiling of account statistics/reports, ensure safe keeping of documents. Management of enquiries related to medical invoices. Processing the documents of PPS's for registration in the DOD system through National Codification Bureau (NCB) and Bank Management. Working daily/night shift hours.
<u>ENQUIRIES</u>	:	Colonel M. Gumede, Telephone: (012) 671 5046 Lieutenant Colonel N.G. Magubane, Telephone: (012) 671 5555
<u>APPLICATIONS</u>	:	Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or maybe hand delivered to LEW Building, cnr Selborne and Trichard Ave, Lyttelton.
<u>POST 22/93</u>	:	<u>ADMINISTRATION CLERK (PATIENT ADMINISTRATION): REF NO: SG</u> <u>02/23/09 SUPERVISOR (4 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 7)
<u>CENTRE</u>	:	3 Military Hospital, Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent or equivalent with three (3) to five years (5) years' experience in administration environment. Patient Administration and mainframe experience is requirement. Special requirements (skill needed): Managerial skills. Computer literacy (Microsoft and mainframe), organizing, interpersonal relationship skills, knowledge of capturing and microfilming/scanning processes. Proven ability to communicate effectively (written & verbal) in English. Knowledge of policies and directives. Meeting deadlines and setting goals. Handle repetitive work. Team player. Knowledge of Patient Administrative processes. Must have empathy for sick, elderly and disabled. Must have previous administrative hospital, medical consulting room or financial management experience. Must be able to obtain security clearance within a year. Must be able to work under pressure. Must be able to work night shifts.