



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 17 May 2024

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: ASSISTANT DIRECTOR: DEBT COLLECTION (X2 POSTS) REF NO: 170524/12

BRANCH: FINANCE WTE DIR: DEBT MANAGEMENT

SALARY: R444 036 per annum (Level 09)

CENTRE: Pretoria Head Office

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience in Finance. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and Anti-Corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in governmental financial systems: SAP and PERSAL. Principles and practices of financial accounting. Framework for managing performance information. Behavioural competencies: people and diversity management, client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Identify on monthly basis any debts outstanding for a period of 90 for full debt management processes to be carried over before handing over to legal or Service providers. Handle legal matters received from Clusters for collection by legal Facilitate and provide information as may be required by the Service Provider to resolve queries' response as per turnaround time. Monitor the performance of the appointed Service Providers in terms of the recovery of the debt over the contract period. Evaluate/screen the cases handed over and identify the account queries. Payment of all undisputed invoices within 30 (thirty) days of receipt and approval of an invoice. Ensure that monthly and quarterly reports as well as a copy of the quarterly report are sent to the Customer as well as management for progress reporting. Ensure that the payment report is given to PSP's as per the participation agreement. Attend to and monitor any debt management related queries from PSP's. Keep detailed records of all communication with debtors, including phone calls, emails, and letters. Record all AOD signed by the PSP and monitor repayments adhered to as per the signed AOD. Meet collection targets set by the department, such as monthly quotas or recovery rates. Generate and provide

reports on collection activities, including accounts worked, payments collected, and outstanding balances. Negotiate payment plans or settlements with debtors to resolve outstanding debts. Verify all submissions from clusters for correctness and completeness and send to Deputy Director for recommendations. Manage commission claim for Service Providers as well as write offs Withdrawal of fully settled repayments from Service Providers. Staff management and training. Attend meetings as and when required. Supervisor staff and sign their performance agreements and assessments. Assist the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end procedures and compiling of audit file. Attend to audit queries and formulating of responses.

ENQUIRIES: Ms. MA Mbhele, Tel No: (012) 336 7025

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. for Attention: Planning, Recruitment and Selection unit