



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## WATER AND SANITATION

### APPLICATIONS

Please forward your applications quoting the relevant reference number for **Centre: Pretoria:** To the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

**For Centre : Western Cape Regional Office** Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. **For attention:** Mr. B. Saki 021 941 6018

**For Centre Mmabatho:** Please forward your applications quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Cnr Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor. **For attention:** Ms K Mutoane

**For Centre Durban/Dundee** Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9<sup>th</sup> Floor, Durban. **For attention:** The Manager (Human Resources)

### CLOSING DATE

**03 JUNE 2016 AT16H00.**

### NOTE:

Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" **People with disabilities are highly encouraged to apply for the posts.**

**POST:**

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (DEBT AND FRAUD) REF:  
030616/ 23** (Branch: Finance WTE)

**SALARY:**

R311 784 per annum (level 9)

**CENTRE:**

Pretoria

**REQUIREMENTS:**

B-Degree in Financial Administration. Three (3) – five (5) years experience in Financial Administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge in Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Ensure Public Services Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Sound knowledge of administrative, clerical procedures and systems. Understanding of Departmental policies, procedures, governmental financial systems, principles and practice of financial accounting. Should have a framework for managing performance information. Knowledge in business strategy transaction and alignment. Excellent problem solving, Analysis, people and diversity management.

**DUTIES:**

To verify and approve payment transactions. Maintain master file information. Manages liabilities and commitments within budget constraints. Assist to Consolidate General Ledger reconciliations. Prepare the Quarterly and Annual Financial statements.

**ENQUIRIES:**

Ms R Nkomo Tel, (012) 336 8760