



## **WATER AND SANITATION**

### **APPLICATIONS**

For **Centre: Pretoria:** Please forward your applications quoting the relevant reference number 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 or Bellville** 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: Mbombela, Bronkhorstspuit and Nelspruit** Please

forward your applications quoting the relevant reference number. The Acting Provincial Head, Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200. Applications can also be hand delivered to the Department of Water and Sanitation and deposited into the application box at the reception ground floor, Prorom building, Corner Brown & Paul Kruger Street, Mbombela. **For Attention:** Mr AA Lessing

### **CLOSING DATE**

**17 June 2016 Time: 16H00**

### **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**

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**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF:**

**170616/14**

- SALARY** : **R311 784.00 per annum (level 09)**
- CENTRE** : **Mbombela**
- REQUIREMENTS** : A Degree in Financial Administration. Three (3) to five (5) years in Financial Administration. Knowledge of the PFMA, Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP, Data Analysis, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict, have good communication skills and be a team leader. A driver's license will be an added advantage.
- DUTIES** : Manage Accounts Payable on LOGIS, BAS & SAP. Manage Payroll Administration. Clearing of all Suspense Accounts on the Main and Trading Accounts. Writing Reports for the Division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the Cashiers Office. Attend to all personnel matters and their PMDS. Attend to Audit Queries by Auditor General. Attend to all queries related to Financial Accounting
- ENQUIRIES** : Mr. MWH Magoro Tel: 013-759 7558