



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

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF: 170616/16

SALARY**R311 784.00 per annum (level 09)****CENTRE****Bellville****REQUIREMENTS**

Degree in Financial Administration. Three (3) to five (5) years in Financial Administration. Knowledge and understanding of Human Resource Legislation, policies, practices and procedures. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. A clear understanding on 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. A thorough understanding on departmental policies and procedures, Governmental financial systems and Principles and practice of financial accounting. Knowledge on the framework for managing performance information. Knowledge of business strategy transaction and alignment. Knowledge of problem solving and analysis, people and diversity management, client orientation and customer focus, communication and accountability and ethical conduct.

DUTIES

Ensure payments are valid and correctly classified. Prepare and maintain employment record. Provide appropriate supporting documents for payment. Ensure file information is accurately maintained. Ensure information is verified and approved in accordance with applicable policies and procedures. Compile monthly reports. See that constraints, liabilities and commitments are accounted for. Ensure that spending is monitored accordingly. Ensure general ledger accounts are reconciled. Implement policies and regulations on financial matters accordingly. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Develop an accurate payroll system. Prepare quarterly and annual financial statements. Apply treasury regulations and guidelines on preparing statements. Management and accountability over all personnel within Financial Accounting section.

ENQUIRIES**Mr. G. Leak 021 941 6007**