



## DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Pretoria , Umzimvubu:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **18 NOVEMBER 2016 TIME: 16H00**
- POST** : **DEPUTY DIRECTOR: EXPENDITURE CONTROL AND MONITORING REF: 181116/27**
- SALARY** : R 612 822 per annum (All inclusive package) level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree or B Com in Financial Administration. Three to five years' experience in Public Financial Administration. Five (5) or more years at management level and good understanding of Public Service Regulations. Experience in strategic and business planning. Knowledge of accounting. Knowledge and understanding of all applicable legislation, policies, practices and procedures, Public Finance Management Act (PFMA), Treasury Regulations (TR), Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures, Administrative and clerical procedures and systems, Governmental financial systems, Principles and practice of financial accounting, Standard Charts of Accounts, Computer literate, Ability to write reports and submissions and Ability to compile presentations. Must be computer literate with sound knowledge and experience of MS Office Suite (MS Word, MS Excel, MS Power Point, MS Outlook, MS Access, etc). Leadership competency including skills in co-ordination and facilitation, report writing, written and verbal communication skills, negotiation and networking. Conflict and people management. Be action orientated. Be flexible and motivated to work in a team and must be able to work independently, self-motivate, and be responsible and reliable. Be willing and able to work under pressure. The candidate should have a valid code 08 driver's license (a certified copy must be attached) and willing to travel and work outside the office. Willingness to work irregular hours where necessary.
- DUTIES** : Assist in providing strategic support to the Director Management Accounting to ensure delivery and implementation of planned work, and proactively foster a high performance culture. Ensure effective management of expenditure monitoring, evaluation and reporting for departmental programmes (including transfer payments). Implement the strategic objectives of the section. Act as a mentor and supervisor to junior staff. Provide good leadership. Assist in development of policies, strategies, guidelines and tools to ensure effective monitoring. Manage the Coordination, evaluation and consolidation of monthly expenditure reports to the Executive Authority, Top Management and National Treasury. Manage the Interrogation of the expenditure reports to identify misallocations, misclassifications and inconsistencies, and facilitate the corrections thereof. Manage the coordination, evaluation and consolidation of Adjusted Estimates of National Expenditure (AENE) to the National Treasury. Assist with preparation of Estimates of National

Expenditure (ENE), Appropriation Bill, and Medium Term Expenditure Framework (MTEF).

**ENQUIRIES**

: Mr. Thabiso Toka Tel 012 336 8378