



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **ASSISTANT DIRECTOR: DORA CO-ORDINATION REF: 181116/47**
- SALARY** : R 311 784 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or National diploma in Financial Management. Three (3)-five (5) years' experience in financial administration. Knowledge of accounting. Knowledge and understanding of all Division of Revenue Act (DoRA), Public Finance Management Act (PFMA), Treasury Regulations (TR), Administrative and clerical procedures and systems, Governmental financial systems, Principles and practice of financial accounting, Standard Charts of Accounts, Ability to write reports and submissions and ability to compile presentations. Must be computer literate with sound knowledge and experience of MS Willingness to work irregular hours where necessary. Knowledge of business and management principles. Knowledge of strategic planning, resources allocation and human resources. Knowledge of Public Services Act and Regulations.
- DUTIES** : Assist in compiling monthly and quarterly expenditure reports as prescribed by National Treasury, analyze and report on all departmental grants and other transfers, compile presentations to governance structures, process virements, rollover and fund shifts, coordinate, evaluate and consolidate AENE, MTEF and ENE inputs for entities, capture and maintain the departmental budget on the financial system, provide expenditure inputs into Annual Reports and Annual Performance Plan in respect of transfers, Assist in developing cost-containment plan and report monthly on cost containment information.
- ENQUIRIES** : Mr T Toka Tel 012 336 8378