



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

Centre: Pretoria, Free State, Durban KZN: 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, (Cnr Visagie) and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko.

CLOSING DATE

: **02 JUNE 2017 TIME: 16H00**

POST

: ASSISTANT DIRECTOR: SALARIES AND DEDUCTION (X2 POSTS) (WTE)
REF NO: 020617/15

SALARY

: R 334 545 per annum, (Level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Degree or National Diploma in Finance Administration. Three (3) to five (5) years experience in Finance administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of the PFMA, Framework and Treasury Regulations and other relevant legislation. Public Service Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Sound knowledge of Government financial systems, principles and practice of financial accounting. Framework for managing performance information. Understanding of business strategy transaction and alignment. Good client service orientation skills. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES

: Timely payment of salaries, exit benefits and allowances to employees and 3rd parties, payment of the travel and subsistence advances and claims. Salary Administration: maintenance of the third party files and the pension data file. Maintenance of the payroll cut off dates, payroll legislation updates. Execute the interface between SAP and PERSAL expenditure costs. Update of the PERSAL costs codes and maintain of the salary users access. Maintenance of entities on PERSAL / SAP - WTE -Vendor master forms. Reconciliation and monitoring of the General Ledger and Compensation of employees costs. Clearing and monitoring of the payroll salary related suspense accounts. Reconciliation of the third parties expenditure and cash flow. Provide the inputs for the Annuals and Interim Financial statements, Management of staff.

ENQUIRIES

: Ms L Baloyi, Tel 012 – 336 8876.