



**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: FINANCIAL ANALYST (ADMINISTRATION) REF NO: 020617/18**

**CHIEF DIRECTORATE**

**: REGIONAL BULK INFRASTRUCTURE PROGRAMME**

**SALARY**

**: R 334 545 per annum (Level 09)**

**CENTRE**

**: Pretoria**

**REQUIREMENTS**

**: National Diploma or Degree in Financial Management. Three (3) to five (5) years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of public service anti-corruption strategy. Knowledge of administration and clerical procedures. Knowledge of departmental procedures and governmental financial systems. Knowledge of framework for managing performance management. Excellent problem solving, people management, communication skills and analytical thinking. Accountability and ethical conduct. A valid driver's licence. (Attached certified copy). Willingness to work extended hours.**

**DUTIES**

**: Check all S & T claims of the component are in line with the financial regulations. Prepare monthly expenditure reports for the component. Check if spending patterns are in line with approved budget. Ensure that line managers budget compilation is in accordance with the set standards. Consolidate various Directorates budget into one document. Track the spending patterns of Directorates in order to comply with the expenditure of the budget. Ensure budget allocations are captured in the system. Ensure that constraints, commitments and liabilities are accounted for.**

**ENQUIRIES**

**: Mr. R. E MATHEKGA Tel 012 – 336 8955.**