



## DEPARTMENT OF WATER AND SANITATION

### APPLICATIONS

**Centre Provincial Office Gauteng:** Please forward your application quoting the reference number to: The Provincial Head:Gauteng, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at 15<sup>th</sup> floor Reception, Bothongo Plaza East, 285 Francis Street, Pretoria, 0001.**For attention:** Mr. S Nevhorwa.

### CLOSING DATE

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

### POST

: DEPUTY DIRECTOR FINANCIAL MANAGEMENT REF NO: 020617/08

### SUB-DIRECTORATE

: FINANCIAL MANAGEMENT (MAIN ACCOUNT)

### SALARY

: R 657 558 per annum (All inclusive package) (Level 11)

### CENTRE

: Gauteng Provincial Office

### REQUIREMENTS

: A three (3) year National Diploma, Degree or B.Com Financial Administration/Accounting. Three (3) to five (5) years management experience in Public Financial Administration. Relevant experience in a finance environment as an added advantage. Knowledge of financial accounting. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Extensive knowledge in Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Public Service Anti-Corruption Strategies and anti-corruption and fraud prevention measures. Administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge of Governmental financial systems. Principles and practice of financial accounting. Knowledge of SCOA. Ability to write reports and submissions. Ability to compile presentations. Knowledge of BAS, PERSAL, LOGIS and SAP. Good written and verbal communication skills. Excellent Computer literacy skills in MS Word, MS Excel and Outlook. A valid driver's license. (Attach a certified copy).

### DUTIES

: Provide strategic guidance in handling the financial management matters of the provincial office. Ensure that budget related matters are attendant to accordingly, including the observation of the DWS business process. Ensure that financial policies and regulations are properly implemented. Control the administration of accounts and follow up on the budget to ensure that is properly utilised. Handle audit and related queries. Be responsible for Supply Chain Management, Asset Management, Payroll Management and Management of personnel of the sub-directorate.**NOTE: preference will be given to coloureds, Indians, Africans and Whites females**

### ENQUIRIES

: Mr S. Mthembu, Tel 012 – 392 1301.