



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria: 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** : **25 AUGUST 2017 TIME: 16H00**
- POST** : DEPUTY DIRECTOR: GENERAL LEDGER (WTE) REF NO: 250817/09
- SUB-DIRECTORATE** : BOOKKEEPING
- SALARY** : R 657 558 per annum (Level 11)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A 3 year National Diploma or Degree B.Com in Financial Administration. Three (3) to (5) five years management experience in Public Financial Administration. Knowledge of accounting. Knowledge on functionality of the SAP ECC6.0 ERP system. Knowledge and understanding of all applicable legislation, policies, practices and procedures. Good interpretation of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Affirmative action guidelines and laws. Administrative and clerical procedures and systems. Governmental financial systems. Principles and practice of financial accounting. Knowledge and understanding of SCOA and Computer literate. Ability to write reports and submissions. Ability to compile presentations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to ensure high level of quality. Drivers license. (Attached certified copy).
- DUTIES** : Collate coordinate consolidate and analyse financial management information. Improve understanding and application of the DWS's policy procedures and delegations. Provide professional expertise according to the financial requirements in head office and the regions. Prompt mobilisation of multi disciplined team to attend to urgent and emergency issues at hand. Establish and maintain strong relationships with key stake holders. Establish effective and efficient methodologies and frameworks to strengthen financial services in the Department. Build financial capacity transfer of knowledge and empower financial staff. Conducting financial inspections.
- ENQUIRIES** : Ms. F. Moti, Tel 012 – 336 7948.