



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** : **28 JULY 2017 TIME: 16H00**
- POST** : ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (INSPECTION) REF NO: 280717/15 This post is a re-advertisement those who has previously applied need to re-apply
- SALARY CENTRE** : R334 545 per annum, (Level 09)
: Pretoria
- REQUIREMENTS** : Bachelors Degree or National Diploma in Financial Accounting/Economics/Business Economics/Financial Management. Three (3) to five (5) years experience in financial administration. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct.
- DUTIES** : Verify and approve payment transactions. Maintain master file information. Manages liabilities and commitments within budget constraints. Consolidate General Ledger reconciliations. Prepare the Quarterly and Annual Financial statements.
- ENQUIRIES** : Mrs R Nkomo, Tel 012 – 336 8760.