



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Centres Pretoria:** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman, Street, Pretoria. For attention: Mr M Banda
- CLOSING DATE** : **9 February 2018 TIME: 16H00**
- POST** : DEPUTY DIRECTOR: PAYROLL MANAGEMENT REF NO: 090218/04
- CHIEF DIRECTORATE** : FINANCIAL ACCOUNTING, SD: PAYROLL
- SALARY** : R657 558 per annum, (Level 11)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A National Diploma or Degree in Financial Administration. Three (3) to five (5) years experience in Financial Administration of which three years should have been at Junior management level in payroll management. Knowledge and understanding on Human Resource Management Legislation, Policies, Practices and Procedures. Interpretation of the Public Finance Management (PFMA), Treasury Regulations and guidelines. Understanding of the Public Service Anti-corruption Strategy, anti-corruption and fraud prevention measures. Knowledge of equal opportunity and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of Commercial Laws. Assessing of Departmental policies and procedures. Proficient experience in government financial systems (BAS and Persal) Principles and practice of financial accounting. Framework for managing performance information. Practical business strategy transaction and alignment. Good problem solving, analysis, people and diversity management. Be client orientated and customer focus. Excellent communication skills. Accountability and ethical conduct.
- DUTIES** : Provide support to the Director Financial Accounting with regard to overall compliance to the PFMA and related regulations by compiling policies and procedures related to own area of work. Maintain an effective and efficient Salaries Section and payroll management system in the department including subsistence and travel claims and advances, general deductions, allowances, overtime transactions. Ensure compliance with tax levy, duty, pension required by legislation. Inter-departmental claims settled as prescribed. Ensure timely preparation and reporting of all relevant financial reports, including the disclosure notes on Monthly Financial Statements, Interim Financial Statements and Annual Financial Statements. Provide responses to parliamentary questionnaires. Provide support to Auditors both internal and external in relation to Payroll Management matters. General management function of officials in the Payroll Management unit through the compilation of the unit's operational, risk and reporting plans. Compile, implement and report on the unit's operational and risk plans. Ensure performance agreements and reviews of incumbents in the unit are done in line with public service requirements.
- ENQUIRIES** : Ms F M Monyeki 012 336 7742