



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Pretoria (Head Office): 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
- CLOSING DATE** : 16 November 2018 16H00
- POST** : DIRECTOR: PAYROLL MANAGEMENT WTE REF NO: 161118/05
- BRANCH** : FINANCE WTE
- SALARY** : R1 005 063 per annum, (all salary inclusive package), (Level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or NQF level 7 qualification in Financial Management. Six (6) to (10) ten years relevant Financial experience. Five (5) years experience should be at Middle / Senior Managerial level. Knowledge and experience of business and management principles. Practical knowledge and experience of strategic planning resource allocation and human resources. Good interpretation of Public Service Act and Regulations. Sound knowledge of risk management corporate governance and internal controls. Knowledge of PFMA and applicable auditing standards, Treasury Regulations and Promotion of Access to Information Act. Knowledge and understanding of policy and strategy development, Strategic capability and leadership. Knowledge of programme and project management. Understanding of Financial, change and knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (written and verbal). Accountability and ethical conduct.
- DUTIES** : Develop business strategic guideline and policies on the payroll management. Implement payroll strategic business plan for the component. Master file information for payroll updated accordingly. The management of the payroll for the WTE. Master file for payroll information is accurately captured. Master information is verified and approve in accordance with applicable policies and procedures. Manage and update the payment system for WTE. Payroll system updated accordingly. Conduct research on the best practices for roll payment. The management of Human Resource and Financial Management. Preparation of business requirements. Implementation of new solutions.
- ENQUIRIES** : Mr Frans Moatshe Tel 012 336 7646

