



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (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: Ms LI Mabile
- CLOSING DATE** : 7 September 2018 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 070918/04
- BRANCH** : FINANCE WTE, SD BILLING OPERATIONS
- SALARY** : R 356 289 per annum, (Level 9)
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7 with Financial Accounting 3. Three (3) to five (5) relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to Travel.
- DUTIES** : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Implementation of GRAP and all relevant financial reporting prescripts to ensure the complete and accurate of revenue reporting. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.
- ENQUIRIES** : Ms LM Serepong, Tel 012 336 8456