



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Mpumalanga (Mbombela): Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Procom Building, 35 Brown Street - Corner Brown & Paul Kruger Streets, Mbombela. For Attention: Mr MJ Nzima
- ENQUIRIES** : Mr S Nkuna, Tel No. 013-759 7317.
- CLOSING DATE** : 08 March 2019 TIME: 16h00
- POST** : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 080319/03
- BRANCH** : OPERATIONAL INTEGRATION, SD: FINANCIAL MANAGEMENT (WTE)
- SALARY** : R697 011 all inclusive salary package (Level 11)
- CENTRE** : Mbombela
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years' relevant experience in Financial Accounting at supervisory/management (ASD) level. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of 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 administration and clerical procedures and systems. Departmental policies and procedures. Government 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. Communication skills. Accountability and Ethical Conduct.
- DUTIES** : Manage the financial revenue, expenditure management and accounting sub-directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management-Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management-Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting-To provides financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, Serve on transverse task teams as required. Procurement and asset management for the Sub-Directorate. Planning and allocate work, Quality control of work delivered by employees. Functional technical advice and guidance.