



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : NWRI: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 0001, or hand deliver to 1st Floor, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria. For Attention: Mr KL Manganyi.
- ENQUIRIES** : Mr ME Lidzhade Tel: 012 741 7327.
- CLOSING DATE** : 22 March 2019 TIME: 16h00
- POST** : ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO 220319/04
- BRANCH** : NWRI CENTRAL OPERATIONS, SD: REVENUE MANAGEMENT
- SALARY** : R356 289 per annum, (Level 09)
- CENTRE** : Central Operations Pretoria
- REQUIREMENTS** : A Degree in Financial Management with Accounting 3 as a major subject. Three (3) to five (5) years' supervisory experience in Revenue Management. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognised Accounting Practice (GRAP) Division of Revenue Act (DORA). 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 and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus. A valid driver's license (a certified copy must be attached) and the incumbent must be willing to travel extensively.
- DUTIES** : Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users in the Vaal River System (VRS) and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.