



## DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

<b>APPLICATIONS</b>	:	Western Cape (Bellville): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For Attention: Ms K Melelo
<b>NOTE</b>	:	Persons with disabilities, African Males, Females, Coloured Males, and Indian Males are encouraged to apply.
<b>ENQUIRIES</b>	:	Ms L Rahman (021) 941 6156
<b>CLOSING DATE</b>	:	29 April 2019 TIME: 16h00
<b>POST</b>	:	ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO. 290419/05
<b>BRANCH</b>	:	CHIEF OPERATIONS OFFICE WESTERN CAPE, SD: FINANCIAL MANAGEMENT
<b>SALARY</b>	:	R376 595 per annum (Level 09)
<b>CENTRE</b>	:	Bellville
<b>REQUIREMENTS</b>	:	A relevant tertiary qualification in Financial Management at NQF level 7. Three years supervisory experience in Revenue Management. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice (GRAP). Public Service Anti-corruption strategies 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 Enterprise Resource Planning (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).
<b>DUTIES</b>	:	Implement billing management policies, debt management policies and customer service desk strategies and procedures. Plan, coordinate and manage the activities of the Division associated with the delivery of revenue services to the Region. Perform revenue-related activities to ensure the accurate recording of information regarding revenue management. Coordinate and control the various internal functions and activities to ensure timely and proper collection of all income due. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Compile financial statistical information/reports relating to income collection and report to management and all relevant authorities. Manage and monitor customer service desk. Calculate tariff. Perform human resources and administrative activities relating to the Revenue Division. Supervision of staff.

