



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

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 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.

- APPLICATIONS** : Hartbeespoort Dam Please forward your applications quoting the relevant reference number for Centre: The Director: Northern Operations, Private Bag X352, Hartbeespoort, 0216. For attention: Mr S Murunzi
- CLOSING DATE** : **29 November 2019 TIME: 16:00**
- POST** : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 291119/04
- BRANCH** : IBOM: NORTHERN OPERATION
- SALARY** : R 733 257 per annum (Level 11) (All inclusive salary package)
- CENTRE** : Hartbeespoort Dam
- REQUIREMENTS** : A relevant tertiary qualification at NQF level (7). Three (3) years relevant experience in Financial Accounting at supervisory / management experience (ASD) level. Knowledge and experience in Revenue management and Supply Chain Management. Knowledge and understanding on human resource management legislation, policies, procedures and processes. 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 administrative and clerical procedures and systems. Knowledge of departmental policies and procedures, government financial systems and 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. Good communication skills (both verbal and written), accountability and ethical conduct.
- DUTIES** : Manage the financial revenue, expenditure management, and Supply Chain Management and accounting sub-directorates. 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. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide 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 Directorate. Planning and allocate work, Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES

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Mr S Murunzi, Tel No: 012 200 9018