



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 02 OCTOBER 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. **Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.**

POST: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (MANAGEMENT) REF NO: 021020/08

Branch: Chief Operations Office Northern Cape

SALARY: R 376 596 per annum (Level 09)

CENTRE: Kimberley

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years supervisory experience in financial management. A valid driver's license. (Attach a copy). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other financial guidelines and procedures (GRAP etc.). Practical knowledge of government financial systems (BAS, PERSAL). Good written and verbal communication skills. Computer literacy skills. The incumbent must be willing to travel extensively.

DUTIES: Management of the Payroll, Accounts Payables, Petty Cash and cash management. Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime, standby and shift allowances. Management of reporting including accruals and commitments, 30 day creditors' reports etc. Render professional advice and guidance to Regional line functionaries on the interpretation and implementation of financial procedures and policies. Approve payments on BAS, SAP and PERSAL. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates.

ENQUIRIES: Ms. N P Magawu Tel No: (053) 830 8800

APPLICATIONS: Kimberley: Please email your applications quoting the relevant reference number to ncrecruitment@dws.gov.za. **For attention:** Ms C Du Plessis