



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: ADMINISTRATION OFFICER REF NO: 021020/14

Branch: NWRI Central Operations

SALARY: R 257 508 per annum (Level 7)

CENTRE: Vaal Dam

REQUIREMENTS: A National Diploma in Public Management/Financial Management. One (1) to three (3) years' experience in the financial field. Knowledge and understanding of PFMA, Treasury Regulations and relevant financial policies. Knowledge of SAP and Persal systems. Computer literacy. Good communication and interpersonal relations skills, problem solving, conflict management, ability to work under pressure, self-motivated and willingness to work an extra hours when necessary. A valid driver's license (attach a copy).

DUTIES: Responsible for checking of allowances and deductions before processing and approving them on Persal system, i.e. S&T claims, overtime, standby and shift allowance claims (including Sunday and Public allowance). Releasing transactions on SAP system such as sundry payments, creditors' payments, cash receipts, petty cash expenses and replenishment; and other related payments. Authorising journals on SAP system. Dealing with salaries related matters. Management of cashier and Petty cash. Compilation of DMP for the section. Assist in budget inputs from sections and the consolidation process. Monitoring and oversee expenditure control. Attend to audit queries and respond accordingly. Management of departmental debts. Control of General Ledger accounts according to the PFMA and all other financial prescripts. Perform accounting functions related to the general ledger including: monthly reconciliation of vendors and month-end closure. Monthly clearing of suspense accounts such as GRIR. Provide expenditure reports on monthly basis to management. Prepare monthly financial reports. Ensure that all reports are submitted and adhere to the deadline. Ensure the proper filling of finance payments and related documents. Supervision of personnel.

ENQUIRIES: Mr. Bredenhann Tel No. (016) 371 3030 / 082 820 5843

Note: Preference will be given to African, Indian, Coloureds, White females and persons with disabilities.

APPLICATIONS: Vaal Dam Please **email** your applications quoting the relevant reference number to CORecruitment@dws.gov.za. **For attention:** Mr. KL Manganyi