



## 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 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** : Mpumalanga Provincial Office(Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms F Mkhwanazi
- CLOSING DATE** : **06 March 2020 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 060320/14 (This is a re-advertisement, applicants who have previously applied are encouraged to re-apply)
- BRANCH** : CHIEF OPERATIONS OFFICE - MPUMALANGA SD: FINANCIAL MANAGEMENT (WTE)
- SALARY** : R 376 596 per annum (Level 09)
- CENTRE** : Mbombela
- REQUIREMENTS** : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. 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. Departmental policies and procedures. Practical experience in Governmental financial systems; SAP and PERSAL. Principles and practice of financial accounting. Framework for managing performance information. Behavioural Competencies: People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical Conduct. A driver's license will be an added advantage.
- DUTIES** : Collection and recording of revenue by monitoring and reviewing the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts (Cashier, banking services and electronic payments). Oversee the identification and accurate recording of debts owed to the department (debt management). Monitor and report on revenue by overseeing income against budget and review conciliations. Manage

expenditure in terms of Compensation of Employees (CoE), Goods and Services; transfers and subsidies. Report on all expenditure activities against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Supervise employees to ensure an effective financial accounting service.

**ENQUIRIES**

: Ms R.J Mogane, Tel No: 013 759 7638