



## 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). 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** : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabile
- CLOSING DATE** : **07 February 2020, TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REF NO: 070220/06
- BRANCH** : FINANCE WTE
- SALARY** : R 376 596 per annum, (Level 09)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A relevant tertiary qualification in financial management at NQF level 7, Financial Accounting or Cost and Management Accounting. Three (3) to five (5) years relevant experience in debt management, 2 of which are at supervisory / senior officer level. Knowledge of PERSAL and SAP. Ability to implement and exercise control to ensure sound financial management. Understanding of PFMA, Knowledge of Accounting for changes in accounting policies, changes in accounting estimates and errors (GRAP and IPSAS), relevant Government regulations and other relevant policies. Sound knowledge of treasury regulations and GRAP in relation to staff debt management. Ability to follow a proactive and creative problem solving approach. Computer literacy. Client Orientation and Customer focus. Strong leadership skills. Problem solving and analysis. Ability to work under pressure. Practical knowledge of accrual accounting.
- DUTIES** : Manage the debt administration of Water Trading Entity of the Department, e.g. staff deductions, payment allocation, SAP reports, Departmental debts at large, etc, and ensure the payments in terms of the deductions and agreements are timely allocated to their respective debtors' accounts on SAP. Authorize and Manage transactions captured by Accounting clerks, State Accountant and Senior State Accountant on SAP and Persal. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on emanating from terminations, resignations, employee bursaries, theft or loss and erroneous payments. Investigate non-deductions in Persal and SAP and ensure that corrective actions are taken. Ensure the timely allocation of payments made by debtors and payments deductions from Persal. Follow-up on long outstanding debts and prepare submission for debt write-offs as per departmental policy and Treasury regulations. Ensure that all debts related control and suspense accounts are reconciled and cleared at all times. Perform monthly Interests runs and monitor reconciliation of debtors account. Prepare monthly and year end procedures relating to status of debts including confirmation letters. Prepare and provide the debt related inputs for the purposes of compiling financial statements and In-Year Monitoring Reports. Provide monthly performance reports to management.

Respond to Audit Queries. Manage other Staff members within debt management section.

**ENQUIRIES**

: Mr T Toka, Tel: 012 336 8378