



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 NOVEMBER 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: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO 271120/08  
BRANCH CHIEF OPERATIONS OFFICE, EASTERN CAPE  
SALARY: R 733 257 per annum, (Level 11), (All-inclusive package)  
CENTRE: Eastern Cape: King Williams Town

REQUIREMENTS: A Degree in Financial Management or relevant qualification at NQF level 7. Three (3) to five (5) year's relevant experience in Financial Accounting at supervisory/management (ASD) level. A valid driver's licence (Attach a copy). Knowledge and understanding on Human Resource Management, legislation, policies, practices, and procedures. Knowledge and understanding of the 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 administration and clerical procedures and systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct Knowledge and understanding of all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBEE, Departmental Policies, procedures and circulars.

DUTIES: Manage the financial revenue, expenditure, management and accounting sub-directorate. Monitor the policy and legislative framework to ensure 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. Effective management of regional budget processes and MPAT reporting. Managing Regional asset register and safeguarding departmental assets. Managing Supply Chain Functions in line with Regional compliance on all Financial Transactions as per PFMA, Treasury Regulations, DORA, Public Service Regulations, PPPFA, BBEE, Departmental policies, procedures and circulars. Manage Internal Control Unit functionalities. Proper recording of all Accounting transactions on the financial systems. 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. Revenue management will include cashier, banking and debt management, monitoring and reporting services are rendered. Expenditure management will include payments 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 of statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all requires administrative reports, serve on transverse task team as required.

ENQUIRIES: Ms P Makhanya, Tel No. 043 604 5401/6

APPLICATIONS: Eastern Cape: Please email your applications quoting the reference number to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za) For attention: Ms LT Malangabi