



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 30 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: MANAGEMENT ACCOUNTING REF NO: 301020/04

BRANCH: NWRI SOUTHERN OPERATIONS

SALARY: R376 596 per annum (Level 9)

CENTRE: Port Elizabeth

**REQUIREMENTS:** A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid Driver's license. (Attach a copy). Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of International Financial Reporting Standards applicable to management accounting, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA). Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Standard Chart of Accounts (SCOA), Generally Recognized Accounting Practice (GRAP) with full knowledge and understanding of Risk and the risk register. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Good verbal and written communication skills. Client orientation and Customer focus. and incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

**DUTIES:** Management of the Entire budget process for the Western Cape & Eastern Cape province, Compiling and capturing of trading account budget. Fund shifting of budget allocations when required. Management of reporting including accruals and commitments. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Monthly Management Accounting Reporting on budget expenditure as well as the approval of journals. Assist with the tariff determination process in the Cluster and financial functions relating to Infrastructure Assets. Facilitate the risk assessments for each Division and update risk registers quarterly. Obtain evidence for control assessments and progress on action plans on a quarterly basis. Obtain and collate feedback from senior managers on updates to the risk registers and progress of action plans Update project risk register for all projects. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and training of subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and career development opportunities. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES:** Mr. NA Khan Tel No 041 508 9725

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

**APPLICATIONS:** Port Elizabeth: Please e-mail your application quoting the post reference number to: [SORecruitment@dws.gov.za](mailto:SORecruitment@dws.gov.za)

For attention: Ms. B Gqokoma