



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: FINANCIAL ACCOUNTING REF NO: 301020/05

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 (Attached a copy). Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service Anti-Corruption Strategy and anticorruption and fraud prevention measures and knowledge of Standard Chart of Accounts (SCOA), Generally Recognized Accounting Practice (GRAP) SAP system and Finance Knowledge. 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 as well as client orientation and customer focus. Good verbal and written communication skills. and incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES: Management of the Payroll, Accounts Payables, Petty Cash and cash management for the Western Cape & Eastern Cape province, Conduct creditor's reconciliations and ensure correct and timeous payment of suppliers. Manage sundry payments. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime and standby allowances. Management of reporting including accruals and commitments reports etc. 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. 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. 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: SORrecruitment@dws.gov.za . For attention: Ms. B Gqokoma