



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: SENIOR STATE ACCOUNTANT REF NO: 301020/12
BRANCH: CHIEF OPERATIONS OFFICE: LIMPOPO DIR: FINANCIAL MANAGEMENT
SALARY: R316 791 per annum (Level 8)
CENTRE: Polokwane

REQUIREMENTS: National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative, clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES: Ensure reconciliation of major supplier accounts of the Provincial Office. Ensure effective payroll management within the Provincial Office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES: Mr. M Monyepao, Tel No: 015 290 1202.

APPLICATIONS: Polokwane: Please e-mail your application quoting the post reference number to: LPRcruitment@dws.gov.za For attention: Mr. HH Khosa.