

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 4 OCTOBER 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications, identity document and a valid driver's license (where applicable) which need **not** to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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: REVENUE MANAGEMENT REF NO: 041021/02

BRANCH: INFRASTRUCTURE MANAGEMENT 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 on Human Resource Management Legislation, policies, practices and procedures. Knowledge and application of the Water Act. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations and guidelines and the Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Generally Recognized Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of departmental policies and procedures. Knowledge of any ERP system with preference for SAP. Framework for managing performance information and Problem solving and analysis. Good verbal and written

communication skills. Client orientation and Customer focus. The incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES: Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Western Cape and Eastern Cape Province and ensure that all billable water users are billed regularly and accurately. Understanding and knowledge of the revenue value chain and billing processes. Manage the collection of revenue in the Cluster. Manage the accounts of strategic users and ensure that customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the Cluster. Provide monthly age analysis reports on debtor's accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. 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 the delegation of 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. N Khan: Tel No: 041 508 9725

Note: Preference Will Be Given to African, Indian, Coloureds, White Females and Persons with Disabilities.

APPLICATIONS: Port Elizabeth: Please email your application quoting the relevant reference number on the subject line to SORecruitment4@dws.gov.za For Attention: Ms. B Gqokoma