

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 9 July 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 and Identity document (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. 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 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: ADMINISTRATION REF NO:090721/06

BRANCH: NWRI HEAD OFFICE

SALARY: R376 596 PER ANNUM (LEVEL 9)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant qualification. A minimum of three (3) year functional experience in financial administration with two (2) years being in a supervisory level. Experience of working in an Engineering environment would be beneficial. Knowledge of the Public Finance Management Act, Treasury Regulations and guidelines, PMDS, administration procedures required. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (BAS, PERSAL, LOGIS, SAP) is recommended. An understanding of supply chain management policies and procedures. Computer literacy. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.

DUTIES: providing advice and support to management regarding to SCM, ICT, Finance, HR and Administration. Responsible for implementation and compilation of the sections operational plans. Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Co-ordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of paying transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Implement internal control measures and attend to the relevant internal and external queries including audit queries. Assist with reports on unauthorized, irregular, fruitless and wasteful expenditure. Provide budget and financial support to management.

ENQUIRIES: Mr. V Monene, Tel No: (012) 336 7842

APPLICATIONS: Head Office (Pretoria): Please email your application quoting the relevant reference number to Recruitment@dws.gov.za For Attention: Ms. L Mabole