



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 10 December 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: FINANCIAL ACCOUNTING REF NO: 101221/04
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: EASTERN CAPE
SALARY: R 382 245 per annum (level 9)
CENTRE: East London

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. Public Finance Management Act, (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of standard Chart of Accounts (SCOA), General recognized Accounting Practice (GRAP), Practical experience of Governmental financial systems, experience in SAP and PERSAL systems. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Management of the Entire budget process for Mzimvubu Tsitsikama Proto CMA. Compiling and capturing of trading account budget. Fund shifting of budget allocations when required. Reporting on budget expenditure as well as approval of journals. Management of reporting including accruals and commitments. Management of payroll, accounts payables, petty cash and cash management for Mzimvubu-Tsitsikamma Proto CMA. Manage the processing of staff related payments e.g. Subsistence and Travel claims, overtime and standby allowances. Perform internal financial monthly and quarterly reports. Assist with the tariff determination process in the Mzimvubu-Tsitsikamma Proto CMA. 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 timelines. 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: Ms. Z Roto, Tel No: 043 701 0342

APPLICATIONS: East London: Please email your application quoting the relevant reference number on the subject line to ECRecruitment@dws.gov.za For Attention: Ms. LT Malangabi