

**DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 15 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: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO. 151021/04

BRANCH: Finance Main Account

SALARY: R733 257 per annum (LEVEL 11)

CENTRE: Pretoria Head Office

REQUIREMENTS: A relevant tertiary qualification at NQF level 7. Three (3) years relevant experience in Financial Accounting / Financial Management / Financial Administration / Public Finance at supervisory / management (ASD) level. Three (3) to (5) five years relevant working experience in Accounts Payable / Financial Accounting / Financial Administration environment. Computer literate spreadsheets (MS Excel), word-processing (MS Word) and presentation packages (PowerPoint). Knowledge and understanding of legislations, policies, practices and procedures: Public Finance Management Act (PFMA), Treasury Regulations and guidelines. In depth knowledge of processing invoices on LOGIS and BAS. Well-developed presentation and report writing skills. Good communication skills both (verbal and written). Good reasoning, attention to details, innovative, strong mathematical, problem solving and statistical analyzing ability.

DUTIES: Manage the payment of suppliers effectively and efficiently: Ensure that all invoices received are settled within 30 days of receipts. Ensure that all invoices are approved as per departmental financial delegations. Investigate all invoices older than 30 days and ensure appropriate action taken. Ensure timely provision of reports to the preparation of Interim/Annual Financial Statements such as accruals and payables for disclosure purpose. Manage and report on a monthly basis to National Treasury on 30 days' payment compliance. Liaise with the Auditor General on the audit of the Department and respond to audit queries. Analyse and interpret legislation and all the existing frameworks. Ensure the review and development of effective policies and procedure manuals. Provide advice and guidance regarding the interpretation and application of policies. Monthly consolidation of reports including reports coming from Regional Offices. Provide in house training to sub ordinate where required. Clearing of the suspense accounts on a monthly basis and report any uncleared balances with reasons. Attend to internal and external auditors. Implement all recommendation from the internal and external audit. Develop and implement audit action plan to address all audit finding raised within the Sub directorate. Supervising and managing the performance of employees in accordance with the Departmental policies. Ensure that all policies and procedures are adhered to at all times. Report any fruitless and wasteful, unauthorized and irregular expenditure identified when executing duties.

ENQUIRIES: Ms. FM Monyeki Tel No: 012 336 7742

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

