

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 16 August 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: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 060821/06
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: INFRASTRUCTURE
MANAGEMENT: EASTERN OPERATION
SALARY: R 733 257 PER ANNUM (LEVEL 11) (ALL-INCLUSIVE SALARY PACKAGE)
CENTRE: MIDMAR DAM

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' relevant experience in Financial Management at supervisory/management (ASD) level. A valid driver's license (Attach copy). Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of government financial systems (SAP will be an added advantage). Public Service anti-corruption strategy and fraud-prevention measures. Knowledge of equal opportunities, affirmative action guidelines and laws. Knowledge of administration, clerical procedures and systems. An understanding of departmental policies, procedures and government financial systems. Principles and practice of financial accounting. 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: Manage the Financial Accounting (i.e. payroll and account payables); revenue management, management accounting, supply chain management and asset management sub-directorates. Monitor the policy and legislative framework to ensure cognizance is taken of new financial developments. Develop and maintain policies and processes. Submit reports and plans as required. Manage the cluster's financial planning, budgeting and reporting. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the cluster's tariff consultation process and ensure there is buy-in from stakeholders during consultation cycle. Undertake all the revenue management functions including billing management, debt management and customer relations management. Manage the cluster's asset registers for both movable and infrastructure assets and safeguarding of departmental assets. Ensure that the supply chain functions in line with cluster compliance on all financial transactions as per PFMA, Treasury Regulations, PPPFA, BBBEE, departmental policies, procedures and circulars. Ensure proper record keeping of all accounting transactions on the financial systems. Monitor compliance with financial prescripts. Provide advice and guidance to role players on all financial procedures. The finance and payroll functions will include processing of payments for goods and services, overtime, standby and S&T claims. In addition, the incumbent must manage the petty cash facilities in the cluster. Handle audit matters for both internal and external auditors. Management of performance and development. Undertake human resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports, serve on transverse task team as required.

ENQUIRIES: MR. T MKHIZE, TEL NO: 033 239 1200

APPLICATIONS: INFRASTRUCTURE MANAGEMENT (MIDMAR DAM): PLEASE FORWARD YOUR APPLICATIONS QUOTING THE RELEVANT REFERENCE NUMBER TO THE DEPARTMENT OF WATER AND SANITATION, PRIVATE BAG X24, HOWICK, 3290 FOR ATTENTION: MR. M MNCWABE