

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 19 March 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 Sanitations 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 **exceeding 10mb**) 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 for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. 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 MANAGEMENT REF NO.190321/14

BRANCH: FINANCE WTE

SALARY: R376 596 per annum (Level 09)

CENTRE: HEAD OFFICE PRETORIA

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience. A valid drivers licence (Attach copy). Knowledge of the PFMA, Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP, Data Analysis, Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure, handle conflict, have good communication skills and be a team leader.

DUTIES: Manage accounts payable on LOGIS, BAS and SAP. Manage payroll administration. Clearing of all suspense accounts on main and trading accounts. Writing reports for the division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the cashiers. Manage the resources of the component. Compile accurate monthly and quarterly reports on all financial aspects. Attend to audit matters. Manage and consolidate general ledger reconciliations.

ENQUIRIES: Mr. C Mukhari Tel No 012 336 7359

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