

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 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 **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: SENIOR STATE ACCOUNTANT REF NO.190321/17

BRANCH: FINANCE WTE

SALARY: R316 791 per annum (Level 08)

CENTRE: HEAD OFFICE PRETORIA

REQUIREMENTS: A National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters (Accounts Payables, Salary Administration, and general Ledger). Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), Logis and Data Analysis. Knowledge and experience in administrative, clerical procedures and systems. Understanding of Departmental policies and procedures. Framework for managing performance information. Computer literacy in (MS Word, Excel, PowerPoint). Framework for managing performance information.

DUTIES: Ensure reconciliation of major supplier accounts of the office. Ensure effective payroll management within the office. Check, verify and certify as correct and compliant to all finance related transactions. Approve and authorize transactions for payments, allowances, deductions etc. on the financial systems BAS/Logis and Persal. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies.

ENQUIRIES: Mr. G. Masango Tel No. 012 336 8930

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