

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 21 June 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: ASSISTANT DIRECTOR: ACCOUNTS PAYABLE REF NO: 210621/11

BRANCH: FINANCE MAIN ACCOUNT: FINANCIAL ACCOUNTING

SALARY: R 376 596 PER ANNUM (LEVEL 9)

CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A relevant tertiary qualification in financial management at NQF level 7 in Financial Accounting / Financial Management / Public Finance. Three (3) years relevant supervisory experience in Accounts Payable / Financial Accounting and Financial Administration. In-depth knowledge and experience in processing invoices on LOGIS. Computer literacy (MS word, Excel and PowerPoint). Knowledge and understanding of Public Finance Management Act, PFMA, Treasury Regulations and related prescripts. Ability to analyse data and interpret policies, instructions and regulations. Ability to work under pressure and meet deadlines. Accountability and ethical conduct. Good interpersonal, leadership and management skills. Good communication skills both (verbal and written).

DUTIES: Check all payments for completeness and accuracy before final authorization on the systems LOGIS/BAS. Approve and authorize transactions for payments on the financial systems LOGIS/BAS. Ensure that payments of suppliers are paid within 30 days as prescribed by Treasury Regulation 8.2.3. Follow up on invoices without supporting documents. Provide accurate and complete inputs to the Interim and Annual Financial in relation to Accounts Payables sub directorate. Request suppliers statement, disbursement report and perform monthly reconciliation of individual suppliers. 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 un cleared balances with reasons. Attend to internal and external auditors. Implement all recommendation from the internal and external audit. 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: Mr. J Grobler, Tel: 012 336 7535

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