

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: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO 230421/08  
BRANCH: NWRI HEAD OFFICE – DIV: LARGE CAPITAL PROJECTS  
SALARY: R376 596 PER ANNUM (LEVEL 9)  
CENTRE: PRETORIA HEAD OFFICE

REQUIREMENTS: A relevant tertiary qualification in financial management at NQF level 7 with Financial/Management accounting up to third level as a subject. Three (3) to five (5) years experience of which three (3) years should be at supervision level. Experience of working in a project environment would be beneficial. Knowledge of the Public Finance Management Act, Treasury Regulations and guidelines. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (BAS, PERSAL, LOGIS) is recommended. An understanding of supply chain management policies and procedures. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.

DUTIES: Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget processes. Co-ordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Implement internal control measures and conduct risk assessments. Attend to the relevant internal and external queries, including audit queries. Assist with reports on unauthorised, irregular, fruitless and wasteful expenditure. Provide budget and financial support to management.

ENQUIRIES: Ms P Moodley, Tel 012 - 336 6929 / 7247

APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, 285 Bosman Street, Corner of Visagie and Bosman Street, Pretoria.