

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: SENIOR STATE ACCOUNTANT REF NO 230421/09
BRANCH: NWRI EASTERN OPERATIONS
SALARY: R316 791 PER ANNUM (LEVEL 8)
CENTRE: MIDMAR DAM

REQUIREMENTS: A National Diploma or Degree in Financial Management with two (2) to three (3) years relevant experience in the public financial administration environment and payroll management. Supervisory experience will be an added advantage. Knowledge of legislations, policies, practices and procedures in the public finance management environment and PFMA. Proven working knowledge of the SAP and PERSAL Systems. Computer literacy in Microsoft Office and Excel. Knowledge of departmental policies, procedures, framework for managing performance information. Problem solving and analytical thinking skills, People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES: Provide financial administration on SAP/PERSAL Systems. Maintain projects on SAP. Conduct risk analysis and implement internal control in all financial administration processes. Provide supervisory function on other personnel under this section. Manage the collection of revenue in the department. Analyze and process accounts payable on SAP System. Execute budget administration. Handling of audit queries. Rectify incorrect information captured on the system. Ensure that all relevant documents are available before approving payments. Compile financial administration related reports and analyze data on payments received. Handle payments in suspense account and follow up on uncleared payments. Receive correspondence regarding payments from third parties. Attend to financial admin related audit queries. Provide input on policy amendments. Attend to other ad hoc finance related projects. Analyze data on payments received. Render enquiries on different financial matters. Edit correspondence received from officials.

ENQUIRIES: Ms V. Bridglall Tel No: (033) 239 1900

APPLICATIONS: Midmar Dam: Please email your application quoting the relevant reference number to the subject line EopsRecruitment4@dws.gov.za For Attention: Ms. T Sindane