

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 August 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, identity document and a valid driver's license (where applicable) which need **not** to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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.

POST: SENIOR STATE ACCOUNTANT: INTERNAL CONTROL REF NO:270821/10  
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: GAUTENG  
SALARY: R316 791 PER ANNUM (LEVEL 8)  
CENTRE: GAUTENG PROVINCIAL OFFICE

REQUIREMENTS: A National Diploma or Degree in Financial Management. Two (2) to three (3) years' experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of finance systems (BAS/SAP). Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge and understanding of Departmental policies and procedures. Knowledge of government financial systems, principles and practices of financial accounting. Knowledge of learning and teaching procedures and techniques. Problem solving and analytical skills. People and Diversity Management. Client Orientation and Customer Focus. Communication skills. Accountability and Ethical Conduct

DUTIES: Provide financial administration of entity maintenance on BAS and SAP. Do administration on SAP system. Maintain projects on SAP and BAS system. Conduct risk analysis. Manage the collection of revenue in the Department. Analyse financial accounts on SAP or BAS system. Capturing and maintaining financial systems. Execute budget administration. Handling of audit queries. Correct information captured on the system. Ensure that all relevant documents are available before approving payments. Handle payments in suspension account and do follow up on bad debts. Receive correspondence regarding payments from third parties. Attend to finance related projects. Analyse data on payments received. Do enquiries on different financial matters. Attend to all queries. Edit correspondence received from officials.

ENQUIRIES: MS N. A RADEBE, TEL NO: 012 392 1605 082 658 9265

APPLICATIONS: GAUTENG PROVINCIAL OFFICE (PRETORIA): PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER ON THE SUBJECT LINE TO [GPRECRUITMENT@DWS.GOV.ZA](mailto:GPRECRUITMENT@DWS.GOV.ZA) FOR ATTENTION: MR D MASOGA