



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 29 January 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: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 290121/12  
BRANCH: CHIEF OPERATIONS OFFICE: FREE STATE DIV: FINANCIAL MANAGEMENT  
SALARY: R733 257 per annum, (Level 11), (All-inclusive salary package)  
CENTRE: Bloemfontein

REQUIREMENTS: A Degree in Financial Management or relevant tertiary qualification at NQF level 7. Three (3) years' relevant experience in Finance at supervisory/management (ASD) level. A valid drivers licence (Attach a copy). Knowledge and understanding on Human Resource Management, legislation, policies, practices and procedures. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service anti-corruption strategy and anti-corruption and fraud-prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administration and clerical procedures and systems. An understanding of Departmental policies, procedures and government financial systems. Principles and practice of financial accounting. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct.

DUTIES: Manage the financial revenue, expenditure management and accounting sub- directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking, and debt management; monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Provide financial administration and accounting services (legal/journals, accounting and reporting, interim and annual financial statements). Manage the sub-directorates revenue, expenditure management and accounting. Management of performance and development. Undertake Human Resource and other related administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required.

ENQUIRIES: Ms B Keele, Tel No: 051 405 9000

APPLICATIONS: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to [FSRecruitment@dws.gov.za](mailto:FSRecruitment@dws.gov.za) For Attention: Ms. L Wymers