



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: ASSISTANT DIRECTOR: REVENUE REF NO: 290121/22
BRANCH: CHIEF OPERATIONS OFFICE: FREE STATE DIV: REVENUE MANAGEMENT
CENTRE: Bloemfontein

SALARY: R 376 596 per annum, (Level 09)

REQUIREMENTS: A Degree in Financial Management or relevant tertiary qualification at NQF level 7. Three (3) years supervisory experience in Revenue Management. A valid drivers licence (Attach a copy). Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines, knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognised Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of any ERP system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus. And the incumbent must be willing to travel extensively.

DUTIES: Implement and monitor billing and debt management policies, strategies and procedures. Manage the billing process for the Free State office and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in the region. Manage the accounts of strategic users and ensure that these customers are billed accurately (in line with contractual agreements) and on time. Attend monthly and ad hoc meetings with strategic customers as part of managing Revenue Management contracts. Manage the customer relations office and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Assist with the tariff determination process in the region. Provide monthly age analysis reports on debtor's accounts. Be able to provide all Revenue Management reports that are required on ad hoc basis and perform account reconciliations and adjustments. Attend to audit queries from internal and external auditors. Facilitate training and career development of staff. Supervision of staff.

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 For attention: Ms. L Wymers