



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: STATE ACCOUNTANT: REVENUE MANAGEMENT (X2 POSTS) REF NO: 290121/38
BRANCH: NWRI CENTRAL OPERATIONS
SALARY: R 257 508 per annum, (Level 07)
CENTRE: Pretoria

REQUIREMENT: A National Diploma or Degree in Financial Management. One (1) year experience in financial matters. Two (2) to Three (3) years' relevant experience in Revenue Management will serve as an added advantage. Knowledge and understanding of Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, PFMA, Treasury regulations and Generally Recognized Accounting Practice (GRAP). Knowledge of SAP system and Data Analysis. Computer literacy. Good communication and interpersonal relations skills. Problem solving skills. Client orientation and customer focus. Framework for managing performance information. A valid driver's licence. Ability to work under pressure and have the willingness to travel. A valid Driver's Licence (attached a certified copy)

DUTIES: Handle payments in suspense account and do follow up on bad debts. Debt collection, monthly visits to customers. Manage the billing process and ensure that all liable water users are billed regularly and accurately. Creation and billing of manual invoices. Reconciliation of customer accounts on SAP on monthly basis. Review of customer accounts, submissions and perform adjustments on SAP system. Supervise customer relations and ensure that all customer issues raised are resolved speedily and that invoices and statements are sent to customers on time. Attend to audit queries from internal and external auditors. Supervision of staff.

ENQUIRIES: Ms Sejane A, Tel No: 012 741 7362.

APPLICATIONS: Central Operations (Pretoria) Please email your applications quoting the relevant reference number to STRM@dws.gov.za For Attention: Mr. KL Manganyi.