



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 29 October 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 required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. 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. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT(WTE) REF NO: 291021/05
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: NORTH WEST
SALARY: R 733 257 per annum (All-inclusive salary package) (Level 11)
CENTRE: Haartbeespoort

REQUIREMENTS: A Degree in Financial/Accounting Management qualification at NQF level 7. Three (3) years relevant experience in Financial Accounting at supervisory/management (ASD) level. Experience of principles and practice of financial accounting. Valid driver's license (Attach copy). Knowledge and understanding on Human Resource Management legislation policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunity, affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Understanding of departmental policies and procedures and government financial systems.

DUTIES: Manage the financial planning, budgeting and reporting of the sub-directorate. Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning budgeting and reporting work as required. Manage the Directorates Budget requirements, MTEF/AENE/Cash-flows and Expenditure. Payroll Management. Creditors Reconciliation. Provide leadership in the Revenue Management Division of Billing/Reconciliation of accounts/Customer Relations. Report and Analysis Expenditure per Cost Centre. Manage the Supply Chain procurement process in terms of Logistics/Acquisitions/Demand and Contract Management. Maintenance of the directorates Assets and Leases. Compiling Risk Management Register, Manage and co-ordinate the activities of the Audit, provide monthly reports to the Director on Financial Performance, Provide leadership and direction of the Corporate Services in terms of Human Resources, Administration, Information Technology, Labour Relations, Talent Management and Employee Wellness Programs. Conduct regular Inspections; Provide Training, Financial Management and accounting as Specified in the PFMA (including risk management and control). Prepare and submit Monthly and Quarterly expenditure management reports against the approved budget on SAP. Responsible for the Adjustment Estimates and Medium Term Expenditure Framework. Be responsible for Supply Chain Management and financial viability monitoring. Asset Management. Tariff Setting, Revenue Collection and billing

ENQUIRIES: Ms W Ralekoa, Tel No: 060 081 9853

APPLICATIONS: North West: (Haartbeespoort) Please email your application quoting the relevant reference number on the subject line to HBRecruitment@dws.gov.za For Attention: Mr MJ Ntwe