



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 04 April 2022

Note: Interested applicants must submit their applications for employment to the 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 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. 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 it 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 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: FINANCIAL MANAGEMENT (REVENUE) REF NO: 040422/04
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: EASTERN CAPE
SALARY: R 382 245 (Level 9)
CENTRE: EAST LONDON

REQUIREMENTS: A relevant tertiary qualification at NQF level 7 in Financial Management. Three (3) years relevant supervisory experience. A valid driver's license (Attached a copy). Knowledge and experience of the revenue management value chain (cashier, banking, debt management billing process and customer relations management). Knowledge and understanding on human resource management legislation, policies, practices, and procedures. Knowledge and application of the Water Act. Knowledge and application of International Financial Reporting Standards applicable to revenue, SA Generally Accepted Accounting Practice (GAAP), Treasury Regulations, guidelines and Public Finance Management Act (PFMA), Generally Recognized Accounting Practice (GRAP) Division of Revenue Act (DORA). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of departmental policies and procedures (National Water Act, Act No. 36 of 1998 (NWA) and procedure of setting out raw water tariffs as guided by the National Pricing Strategy in terms of this Act). Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of any ERP system with preference for SAP. Framework for managing performance information and Problem solving and analysis. Good verbal and written communication skills. Client orientation and customer focus. The incumbent must be willing to travel extensively. Accountability and Ethical Conduct.

DUTIES: Implement and monitor billing and debt management policies, strategies, and procedures. Manage the billing process for the Eastern Cape Province (Mzimvubu-Tsitsikamma Proto CMA) and ensure that all billable water users are billed regularly and accurately. Manage the collection of revenue in Mzimvubu-Tsitsikamma Proto CMA. Manage the accounts of strategic users and ensure that 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. Tariff determination process in the region: setting out of raw water tariffs calculations, consultation processes for the approval of raw water tariffs. Be able to provide all revenue management reports that are required on ad hoc basis, monthly and quarterly. Perform account reconciliations and

adjustments. Attend to audit queries from internal and external auditors. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Supervision of employees and the delegation of functions to staff based on individual potential, provide the necessary guidance, and support and afford staff adequate training and career development opportunities. Ensure timely development of job description and implementation of work plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub - Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets

ENQUIRIES: Ms Z Roto, Tel: 043 701 0342

APPLICATIONS: Eastern Cape (East London) Please forward your applications quoting the relevant reference number to Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town 5600. For attention: Ms LT Malangabi, Tel: 043 604 5476