



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 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: FINANCIAL MANAGEMENT REF NO: 040422/05
BRANCH: INFRASTRUCTURE MANAGEMENT: SOUTHERN OPERATIONS(WRIM)
SALARY: R 382 245 (Level 9)

CENTRE: GQEBERHA / PORT ELIZABETH

REQUIREMENTS: A relevant tertiary qualification at NQF level 7 in Financial Management with Financial/Management accounting 1 to 3 as subjects. Three (3) years supervisory experience. Experience of working in a project environment will be beneficial. Knowledge of the Public Finance Management Act, Treasury Regulations and guidelines. Knowledge of the principles and practice of financial accounting. Working knowledge of government financial systems (SAP, Persal) is recommended. An understanding of Supply Chain Management policies and procedures. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible and reliable.

DUTIES: Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Assist with tariff determination processes and consolidate inputs. Coordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Update and consolidate risk register quarterly and obtain progress on action from the risk register. Conduct risk assessments. Implement internal control measures. Attend to the relevant internal and external queries, including audit queries. Assist with reports on unauthorized, irregular, fruitless, and wasteful expenditure. Provide budget and financial support to management. Supervision of employees and training to subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr JM Viljoen, Tel No 041 508 9703

APPLICATIONS: Gqeberha / Port Elizabeth: Please forward your application to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Gqeberha (Port Elizabeth), 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Ms B Gqokoma