



## 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: SENIOR STATE ACCOUNTANT: REF NO: 040422/08

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: EASTERN CAPE DIV:  
INFRASTRUCTURE DEVELOPMENT MANAGEMENT

SALARY: R 321 543 PER ANNUM (LEVEL 8)

CENTRE: KING WILLIAM'S TOWN

REQUIREMENTS: A National Diploma or Degree in Financial Management or Project Management with Accounting as Subject. Two (2) to (3) three years' relevant experience in Project Management Finance. A valid driver's license (attach copy). Computer literacy. Extensive knowledge of Project Management. Knowledge and understanding of the legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, PFMA, Treasury Regulations and Public Service Act. Knowledge of SAP, BAS and LOGIS systems. Problem solving and analysis. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Provide financial management support to Infrastructure Development Management (IDM). Compile, coordinate and verify IDM budget inputs from programme manager (MTEF allocation). Ensure budget capturing as per ENE on earmarked funding in - year monitoring and overall expenditure control. Monitor and update commitments, accruals and payables register for IDM projects. Monitor over and under expenditure, identify and correct misallocations on payments. Coordinate budget adjustments and facilitate virement, fund shift and rollover of funds. Ensure payments captured are against the correct SCOA codes. Authorise journals on misallocations. Draw BAS reports to monitor expenditure and cash flows on BAS. Compile sundry payment advices for direct transfers and appropriated funding to pay to the relevant implementing agencies. Ensure that funds are transferred to the municipalities as per the National Treasury scheduled dates (schedule 5b/ direct grants). Complete the project creation form for new or amend projects and send them to the system controller to capture on BAS. Ensure that commitments for all schedule 6b projects created are revised when there is budget re-allocation on projects. Ensure proper handling of all schedule 6b invoices from the implementing agencies. Checking that all supporting documents are attached on invoices and compile the invoices for schedule 6b for payment processing. Ensure that all schedule 6b invoices to be paid have budget, within the appointment value of a consultant/ contractor also within the approved project cost by the department. Ensure that all invoices are processed and paid within 30 days and the disbursements sent to the municipalities or implementing

agencies. Ensure accruals and payables for IDM identified are recorded and reported monthly. Prepare monthly expenditure report per project for the programme manager also request the statements from the municipalities and implementing agencies to do reconciliations for projects. Ensure that all payment batches for IDM are ready for both internal and external audit purposes and attend to all audit queries that are IDM financial related. Administer the issuing of advances for IDM to the implementing agencies, conduct reconciliation on advances and ensure that they are cleared. Ensure any monies owed by/to the implementing agencies are collected. Manage monthly accruals and commitment report for projects and submit for financial statements. Ensure that Work in Progress register is updated on monthly basis. Ensure any irregularities identified are reported as and when they occur to SCM of the region so that they can report on a month end report. Compile and submit inputs for interim and annual financial statements. Monthly capturing financial data for projects on the Management Performance Assessment Tool (MPAT) for report purposes. Enable facilitation of compliance on financial prescripts such as PFMA, Treasury Regulations, Dora etc. Proper handling of all IDM financial management related enquiries such as assisting in parliamentary questions, compiling presentations etc. Manage sub-ordinate and operations to achieve planned outcomes.

ENQUIRIES: Mr. ML Sigobo, Tel: 043 604 5417

APPLICATIONS: Eastern Cape (King William's Town): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, 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 043 604 5476