



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 4 March 2022

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: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (MAIN ACCOUNT) REF NO 040322/11  
BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: MPUMALANGA  
SALARY: R382 245 PER ANNUM (LEVEL 9)  
CENTRE: MBOMBELA

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience. Knowledge and understanding of 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 opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; LOGIS, BAS, PERSAL Computer literacy (Word, Excel, PowerPoint). Principles and practice of financial accounting. Framework for managing performance information. Behavioural Competencies: People and Diversity Management. Client orientation and customer focus. Accountability and Ethical Conduct. The suitable candidate must be willing to work under pressure, handle conflict, have good verbal and written communication skills and be a team leader. A driver's license will be an added advantage.

DUTIES: Manage Accounts Payable on LOGIS, & BAS. Manage Payroll Administration. Clearing of all Suspense Accounts on the Main Account. Writing Reports for the Division and do presentations at meetings. Ensure the proper filing of all financial documentation. Manage the Cashiers Office. Attend to all personnel matters and their PMDS. Compile accurate monthly and quarterly reports on all financial aspects. Attend to audit matters. Manage consolidated general ledger reconciliations. Attend to all queries related to Financial Accounting.

ENQUIRIES: Ms Ngomane SC Tel No.013-759 7358 Ms FM Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446 / Mr SG Nkosi Tel No: (013) 759 7335

APPLICATIONS: Mpumalanga Provincial Office (Mbombela) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X11259, Mbombela, 1200 or hand deliver at Cnr Brown & Paul Kruger Street, Ground Floor, Prorom Building, Mbombela, 1200. For Attention: Ms FM Mkhwanazi.