



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 18 February 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 (WTE) REF NO. 180222/08

BRANCH: PROVINCIAL COORDINATION AND INTERNATIONAL COOPERATION: GAUTENG

SALARY: R 382 245 per annum (Level 9)

CENTRE: Gauteng Provincial Office

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) years' experience at supervisory level within Financial Accounting. A valid driver's licence (Attach a copy). Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. While working experience of SAP and Persal System are a necessity. Good written and verbal communication. Computer literacy. Good problem solving and analytical skills, People and Diversity management. Client Orientation and Customer Focus. Accountability and Ethical Conduct.

DUTIES: Management of the payroll, accounts payable, cash and debt functions. Oversee creditor's reconciliations and ensure correct and timely processing of invoices on SAP. Oversee quality assurance and verification of transactions on SAP and Persal System. Manage the processing of staff related payments and disallowances on Persal and System. Review and analyze reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to regional line functionaries on the interpretation and implementation of financial procedures and policies. Perform internal financial inspections and prepare for audits. Ensure safeguarding of source documents. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees.

ENQUIRIES: Ms G Skosana, Tel No. 012 392 1312

APPLICATIONS: Gauteng Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 OR hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor, Pretoria 0001