



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 30 September 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 website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date **in line with DPSA circular 19 of 2022**. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. 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 (**only when shortlisted**). 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 (**only when shortlisted**). 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 three (3) 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: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 300922/02

BRANCH: PROVINCIAL COORDINATION AND INTERNATION CORPORATION: NORTHERN CAPE SD:
FINANCIAL MANAGEMENT

SALARY: R 744 255 per annum (Level 11) (all-inclusive package)

CENTRE: Kimberley

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to five (5) years' relevant experience in Financial Management or Accounting at supervisory/management (ASD) level. A valid driver's license. Working experience on BAS and PERSAL. Knowledge and experience of Assets management, Supply Chain Management, Expenditure Management, Budgeting process and Revenue Management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge of affirmative action guidelines and laws. Knowledge and understanding of principles and practices pertinent to financial accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office and Microsoft Excel. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Excellent verbal and written communication skills.

DUTIES: Manage the financial revenue, expenditure management and accounting sub- directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Be responsible for supply chain management, asset management, payroll management and management of personnel in the sub-directorate. Monitor for revenue collected, expenditure incurred, submits reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedure. Undertake revenue, expenditure management and accounting to work as required in revenue

management. Ensure that cashier, banking, debt management, monitoring and reporting services are rendered in expenditure management. Ensure that payment for compensation of employees, goods and services, transfers, subsidies, and reporting are efficiently and effectively performed in accounting. Provides financial administration and accounting services (legal/journals, accounting, reporting, interim and annual financial statements). Manage the sub-directorate revenue, expenditure management and accounting. Maintenance of discipline. Management of performance and development. Undertake human resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement, and maintain processes to ensure proper control of work. Compile and submit all required administrative reports, serve on transverse task teams as required. Procurement and asset management for the Sub-Directorate. Planning and allocating of work, Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES: Ms I Lekalake, Tel: 053 830 8800

APPLICATIONS: Northern Cape (Kimberley): Please forward your applications, quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand deliver at 28 Central Road, Beaconsfield, Kimberley, 8301 For Attention: Ms C Du Plessis