



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 10 NOVEMBER 2023

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 (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, driver's 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. For posts requiring a driver's license, annotate such details on 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. 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. Faxed or emailed applications will not be considered. 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: 101123/02

BRANCH: FINANCE WTE DIR: CASH MANAGEMENT AND REPORTING

SALARY: R811 560 per annum (Level 11) (all-inclusive salary package)

CENTRE: Pretoria Head Office

REQUIREMENTS: A relevant tertiary qualification at NQF 7, A minimum of three (3) to (5) five years' relevant experience in cash management at supervisory / management level (ASD). The disclosure of a valid unexpired driver's license. Knowledge and practical experience in financial reporting standards. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service anti-corruption strategy and anti-corruption and fraud prevention measures. Understanding of departmental policies and procedures, government financial systems, principles, and practice of financial accounting. Working experience on Systems Applications and Products (SAP). Proficiency in Microsoft office (MS Excel, PowerPoint, MS Word, and Outlook), Ability to compile presentations. Strong Organizational skills, analytical thinking, and attention to detail. Good communication skills both (verbal and written), Proven managerial ability to support staff. Supervisory principles and practices, including planning, delegating, and monitoring the work of the subordinates within the unit Accountability and ethical conduct. Willingness to travel.

DUTIES: Overseeing and managing cash management and reporting sub-directorate. Provide support to clusters on all cash management and reporting responsibilities. Consolidate all monthly reports from clusters. Ensure proper reporting on quarterly basis for performance reporting, quarterly financial reports, and finally annual reporting. Ensure that audit queries are responded to on time within the directorate. Formulating, documenting, implementing, and reviewing of policies, Standard Operating Procedures (SOP) and programs relating to cash management, cash forecasting and other regulatory internal control and compliance issues, General Ledger Reconciliation. Manage the completion of all daily, weekly, and monthly operational duties with assistance from the Assistant Director, recommending initiatives to enhance risk mitigation and fraud protection to Director. Regularly monitor the cash management function and performance of cash management personnel to ensure that they perform expeditiously and effectively, in accordance with applicable laws, regulations and Departmental policies and to improve overall staff performance, review month end reports from ASD. Attending meetings as and when required. Attending to audit queries and formulating appropriate responses. Manage year end processes and account adjustments, Training, and support to clusters. Approve documents from the ASD on system workflow. Assist the Director in the effective execution of

his/her responsibilities. Supervise and evaluate staff and sign their performance agreements and assessments, Staff management and training.

ENQUIRIES: Ms. A Mbhele, Tel No: (012) 336 7025

APPLICATIONS: Pretoria (Head Office) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001. For Attention: Planning, Recruitment and Selection Unit