



## 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: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 101123/05  
BRANCH: FINANCE WTE DIR: CASH MANAGEMENT AND REPORTING  
SALARY: R424 104 per annum (Level 09)  
CENTRE: Pretoria Head Office

**REQUIREMENTS:** A relevant tertiary qualification in financial management at NQF 7. Three (3) years relevant supervisory experience at supervisory middle management level. The disclosure of a valid unexpired driver's license. Knowledge and understanding on cash management legislation, policies, practices, and procedures. Understanding 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. Knowledge of governmental financial systems, principles, and practice of financial accounting. Working experience on the Systems Applications and Products (SAP). Ability to compile presentations. Computer literate in Microsoft office (MS Excel, MS Word, Outlook, and PowerPoint), numeracy skills, interpersonal skills, and teamwork, telephone etiquette, Analytical, planning and organizing, Time management. Good facilitation skills. Willingness to travel. Supervisory principles, and practices, including planning, delegating, and monitoring the work of the subordinates within the unit. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES:** Implement and monitor cash management policies, strategies, procedures, and financial reporting prescripts to ensure completeness and accuracy of cash and financial reporting. Maintenance of systems to ensure seamless flow of information and reconciliation of cash related systems. Monitor and support clusters with cash management related queries. Ensure monthly request of proof of payments from the bank or customers are done. Compile cash management related queries report. Ensure all recon keys for the month are transferred to GL before period closure. Ensure FICA and FI payment discrepancies are resolved daily. Monitor unusual items in the unallocated deposit account and recommend solutions. Establish a proper safe keeping of documents is maintained in the unit. Ensure all cash management transactions are performed in line with relevant policies, prescripts, regulations and with Standard Operating Procedures (SOP). Processing of adjustments/journals that are cash related. Staff management and training. Attend meetings as and when required. Prepare weekly and monthly cash management related reports. Sign off SAP authorization forms for subordinates and approve leave requests. Approve documents from staff on system workflow. Supervisor staff within the unit and sign their performance agreements and assessments. Assist the Deputy Director in

the effective execution of his/her responsibilities. Assist with financial year-end processes and compiling of audit file.  
Attend to audit queries and formulating of responses.

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