



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 OCTOBER 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: 131023/010

BRANCH: PROVINCIAL OPERATION: GAUTENG

SALARY: R424 104 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) years' experience at supervisory level within finance environment. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Working experience and knowledge of basic government financial operating systems (PERSAL and BAS) are a necessity. Good communication skills both (verbal and written). 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 and accounts payable functions. Provide cash, revenue management, bookkeeping and financial accounting services including cashiers' office. Oversee creditor's reconciliations and ensure correct and timely processing of invoices on BAS and LOGIS Procurement Integration. Oversee quality assurance and verification of transactions on PERSAL, BAS, LOGIS Procurement Integration System. Manage the processing of staff related payments and disallowances on PERSAL system. Review and analyse 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: Mr ML Mukwevho, Tel No: (012) 392 1378

APPLICATIONS: Gauteng Provincial Office (Pretoria): Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver at 285 Bothongo Plaza East, Francis Baard Street, 15th Floor Reception, Pretoria, 0001. For Attention: Ms. Beaula Mekwa