



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 5 July 2024

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. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. 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 and 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 e-mailed 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 050724/02

BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL

SALARY: R849 702 per annum (Level 11) (All-inclusive salary package)

CENTRE: Central Operations (Pretoria Office)

REQUIREMENTS: A bachelor's degree or relevant qualification at NQF Level 7 in Financial Management. Three (3) years relevant experience in Financial Accounting at supervisory/management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulation and guidelines. Ability to write reports, submissions, and compile presentations. Good communication skills both verbal and written. Excellent computer literacy skills in MS Word, Excel, and Outlook.

DUTIES: Manage the following units: Financial Accounting, Management Accounting, Supply Chain Management and Asset Management. Monitor the policy and legislative framework to ensure cognizance is taken of new developments. Develop and maintain policies and processes. Submit reports and plans as required. Effective management of Cluster (including area offices) budget processes and reporting. Managing cluster's assets register and safeguarding departmental assets. Procurement and assets management. Managing Supply Chain functions in line with cluster compliance on all Financial Transactions as per PFMA, Treasury Regulations, Public Service Regulations, PPPFA, BBBEE, Departmental policies, procedures, and circulars. Proper recording of all accounting transactions on the financial systems. Monitor compliance with financial prescriptions. Provide advice and guidance to role players on revenue and expenditure. Undertake revenue, expenditure management and accounting work as required. Revenue management will include cashier, banking, debt management, and ensuring that monitoring and reporting services are rendered. Expenditure management will include payments for compensation of employees, goods and services, transfers, subsidies and ensure that reporting are efficiently and effectively performed. To provide financial administration and accounting services (ledgers/journals), accounting and reporting (interim and annual financial statements). Management of performance and development. Undertake Human Resource and other related

administrative functions. Develop and manage the operational plan of the sub-directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required.

ENQUIRIES: Mr N. Buthelezi Tel No. (012) 741 7301

APPLICATIONS: Central Operations (Pretoria Office) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Praetor Forum Building, Private Bag X273, Pretoria, 0001 or hand deliver at Department of Water and Sanitation, 267 Lilian Ngoyi Street, Pretoria, 0001, First Floor. For Attention: Mr KL Manganyi