



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 JUNE 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 drivers 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: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: 140624/05
BRANCH: INFRASTRUCTURE MANAGEMENT DIRECTORATE: OPERATIONS SOUTHERN
SALARY: R444 036 per annum (Level 9)
CENTRE: Western Cape Bellville

REQUIREMENTS: Relevant tertiary qualification at NQF level 7 in Financial Accounting / Management or relevant qualification coupled with relevant experience in the field. Three (3) years supervisory experience. Experience of working in a project environment will be beneficial. Knowledge and understanding of Human Resource Management Legislation, policies, practices, and procedures. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anticorruption and fraud prevention measures. Working knowledge of government financial systems (SAP, Persal) is recommended. An understanding of Supply Chain Management policies and procedures. Principles and practice of financial accounting. Computer literacy skills. Sound interpersonal skills and communication skills (verbal and written). Must be able to work under pressure, be self-motivated, responsible, and reliable. Behavioral Competencies: People and Diversity Management. Client orientation and customer focus. Good verbal and written communication skills. Accountability and Ethical Conduct. A valid Driver's license (certified copy must be attached) and incumbent must be willing to travel extensively.

DUTIES: Management of the Payroll, Accounts Payables, Accounts receivable, Revenue, SCM, Petty Cash and cash management. Render asset management services. Collate budget inputs and cash flows from line managers. Prepare budget submissions during the annual budget process. Assist with tariff determination processes and consolidate inputs as well as the preparing of budgets. Ensure the collection of revenue. Coordinate the shifting of funds as necessary in consultation with the relevant managers. Prepare monthly expenditure reports and submit to management for financial reporting. Manage the processing of payment transactions in line with financial management prescripts. Ensure that all financial records are in compliance with financial policies. Update and consolidate risk reports quarterly and obtain progress on action from the risk register. Conduct risk assessments. Implement internal control measures. Perform internal financial inspections and prepare for audits. Attend to the relevant internal and external queries, including audit

queries. Address audit queries and implement corrective measures. Assist with reports on unauthorized, irregular, fruitless, and wasteful expenditure. Provide budget and financial support to management. Supervision of employees and training to subordinates. Ensure management, maintenance, and safekeeping of assets. Prepare monthly and quarterly reports. Render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Ensure timeously development of job description and implementation of Work Plans (Performance Agreements) and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES: Mr. N Khan Tel No. (041 508 9725)

APPLICATIONS: Southern Operations: Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth/Gqeberha, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer. For Attention: Mr. MN Jonkerman