



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 14 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/>. 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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 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 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: SENIOR ADMINISTRATION OFFICER (FINANCIAL MANAGEMENT) REF NO: 141125/06
BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATION DIR: OPERATIONS CENTRAL
SALARY: R397 116 per annum (Level 08)
CENTRE: Usutu Vaal Area Office (Standerton)

REQUIREMENTS: A National Diploma or bachelor's degree in financial management Three (3) to (5) five years' experience in financial management (accounts payables, salary administration, and (general ledger). The disclosure of a valid unexpired driver's licence will serve as an added advantage. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts and systems such as PFMA, Treasury Regulations, PERSAL, Basic Accounting System (SAP), Logis and Data Analysis. Knowledge and experience in administrative clerical procedures and systems. Understanding of departmental policies and procedures. Framework for managing performance information. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES: Provide financial administration of entity maintenance on SAP. Manage collection of revenue Area Office. handle audit queries. Handle payment in suspension account and follow up on bad debt. Handle enquiries on different financial matters. Management of accounts, Consolidate, capturing and balancing budget for the scheme, salary administration and payroll. Analyse budget expenditure, manage & monitor O & M and CAPEX CAPITAL projects budget, Consolidate and analyse accounting reports, provide expenditure reports on monthly and weekly and provide budget to management and cost centre manager, ensure effective payroll management within the area office, check finance compliance for SCM documents before creation of purchase orders, ensure the safekeeping of all financial records and face value documents by maintaining an effective and efficient filing system, Ensure clearing ledger account. Ensure reconciliation of the Area Office. Ensure effective payroll management within the Area Office. Check, verify and certify as correct and compliant to all finance related transactions. Ensure clearing of ledger and suspense accounts. Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system. Assisting the Assistant Director in populating credible and reliable input into monthly and Check, analysing and capturing original budget, adjustment budget. Compile Apply management accounting techniques to analyse, project and report on expenses. Verify and capture journals on SAP. Assist in drawing SAP reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programs/ grants for the entire area office. Performing budget management (e.g. Budget management instrument) analysis. Performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections. Detect and correct

incorrect accounting entries (Expenditure misallocations and misclassifications). Ensure that all audit requests are dealt with and responded to timeously. Ensure the safekeeping of all financial records by maintaining an effective and efficient filing system. Supervising and managing the performance of employees in accordance with the departmental policies and procedures.

NOTE: Candidates must complete a practical and theoretical test.

ENQUIRIES: Mr N Buthelezi, Tel. (017) 712 9400

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>