



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: ADMINISTRATION OFFICER REF NO: 141125/10
BRANCH: INFRASTRUCTURE MANAGEMENT
SALARY: R325 101 per annum (Level 07)
CENTRE: Upper Vaal (Vaal dam)

REQUIREMENTS: A National Diploma or Degree in Public Administration / Public Management / Finance. One (1) to (3) three years' relevant experience in finance. The disclosure of a valid unexpired driver's license. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge of SAP system and PERSAL introduction. Ability to interpret policies, circulars and financial legislation. People and diversity management skills. Good communication skills both (verbal and written). Understanding reporting skills and dispute resolution. Ability to work independently, prioritize duties and to meet deadlines. Client orientation and customer focus.

DUTIES: Provide financial administrative support to all personnel at the component Supervise Finance. Ensure Implementation and compliance with PFMA, Departmental policies and Procurement policies in the area office. Handle audit queries. Ensure correct inventories and purchase of goods, check invoices to be paid, Release payments captured on SAP. Assist with execution of financial administration Check receipts and money received for banking, check petty cash as well as its replenishment, Check and post money from bank, Post journals captured on SAP. Report any unacceptable expenditures, ensure outstanding payments are followed up. Provide procurement services to the component and maintain register of the component Ensure recovery of housing rentals, private telephone calls, water and electricity accounts and approve deductions captured on PERSAL. Manage Performance Agreements, quarterly reviews and annual assessment of subordinates. Ensure proper management of all types of absence leaves in the section. Prepare submissions for component.

NOTE: Candidate will be expected to do practical test during interview.

ENQUIRIES: Mr. CM Mokone, Tel No: (016) 880 0900

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