



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 18 July 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 STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 180725/06
BRANCH: INFRASTRUCTURE MANAGEMENT: SOUTHERN OPERATIONS DIR: OPERATIONS SOUTHERN
SALARY: R397 116 per annum (Level 8)
CENTRE: Gqeberha (Port Elizabeth)

REQUIREMENTS: A National Diploma / Degree in Financial Management. Two (2) to three (3) years experience in financial matters. Practical experience on SAP system and WARMS system. The disclosure of a valid drivers license. Knowledge and understanding of financial Legislation, policies, practices, and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge of Finance system SAP and Persal. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative clerical procedures and systems. Departmental policies and procedures. Governmental financial systems. Knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.

DUTIES: Management of the Entire budget process, from preparing monitoring and evaluation. Compiling and capturing of trading account budget. Fund shifting of budget allocations. Assist with tariff calculations. Processing, capturing and/or authorizing payments to customers on the SAP system, Perform Payroll Functions, Capturing and/or Authorizing staff claims on Persal system. Management of reporting including accruals and commitments, 30 days creditors' reports etc. render professional advice and guidance to Cluster line functionaries on the interpretation and implementation of financial procedures and policies. Address audit queries and implement corrective measures. Prepare monthly and quarterly reports. Supervision of employees and training of subordinates. Approval of WTE sundry payments and Supply Chain payments on SAP. Monthly Management Accounting Reporting on budget expenditure. Approval of journals. Facilitate risk assessments for each Division and update risk registers every quarter. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeless. Ensure timeous 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. NA Khan Tel No. (041 508 9725)

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