



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 19 September 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: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING – MAIN ACCOUNT REF NO: 190925/05
BRANCH: WATER AND SANITATION SERVICES MANAGEMENT: CD: PROVINCIAL OPERATIONS MPUMALANGA
SALARY: R468 459 per annum (Level 09)
CENTRE: Mbombela

REQUIREMENTS: A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience in the area of Financial Accounting. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; LOGIS, BAS, PERSAL and computer literacy (Word, Excel, PowerPoint). Principles and practice of financial accounting. Framework for managing performance information. Behavioral Competencies: People and Diversity Management. Client orientation and customer focus. Accountability and Ethical Conduct. The suitable candidate must be willing to work under pressure, handle conflict, have good verbal and written communication skills and be a team leader. A driver's license will be an added advantage.

DUTIES: Manage accounts payable on LOGIS and BAS. Expenditure management. petty cash management. Manage payroll administration. Clearing of all suspense accounts on the main account. Prepare presentations and meetings. Ensure the proper filing of all financial documentation. Attend to all personnel matters and their PMDS. Writing reports for the division. Compile accurate monthly and quarterly reports on all financial aspects. Ensure timeous submission of complete and accurate input on scheduled tasks and enquiries. Manage and consolidate general ledger reconciliations. Attend all queries related to financial accounting. Attend to audit matters.

ENQUIRIES: Ms. SC Ngomane, Tel No: (013) 759 7358 / Ms F Mkhwanazi, Tel No: (013) 759 7515 / Ms PC Ngwamba, Tel No: (013) 759 7446

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