



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 24 April 2026

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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: DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: MTCMA09
BRANCH: MZIMVUBU-TSITSIKAMMA CATCHMENT MANAGEMENT AGENCY DIVISION: REVENUE MANAGEMENT
SALARY: R896 436 per annum (Level 11) (all-inclusive salary package)
CENTRE: East London

REQUIREMENTS: Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or relevant qualifications as recognized by SAQA, with related field. A minimum of five (5) years' experience in finance or supply chain management environment, of which three (3) years should be at Assistant Director level or equivalent. The disclosure of a valid unexpired driver's license. 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. Knowledge of commercial Laws. CMA/Departmental policies and procedures. Principles and practice of financial accounting. Accountability and ethical conduct. Willingness to travel.

DUTIES: Manage the implementation of revenue management policy and strategy. Monitor the implementation of revenue management strategy, policies, processes and procedures. Ensure compliance to revenue management policies and procedures. Implement key customer account strategy. Ensure master information is verified and approved in accordance with applicable policies and procedures. Determines revenue estimates/ targets in line with tariff determination process. Manage the billing of water users. Manage the preparation of statements and bills. Ensure maintenance of client records related to invoicing and bill payment. Ensure master file information is accurate. Manage reconciling of billing accounts to the general ledger. Ensuring the accuracy of invoicing for the company and its customers. Provide customer support to customers with disputes or enquiries concerning invoices or billing process. Ensure that all registered water users are billed regularly and receive invoices/ statements. Regularly monitors billing for exceptions, e.g deviations in volumes and amounts from the norm or standards. The management of debts. Uptakes of all overdue debts. Regular follow up on paying customers. Oversees the level of outstanding debt. Decreases debtors payment period. Reconciliates and maintains debtors' accounts. Conducts dunning process. Provides inputs towards preparation of annual financial statements. Hand over defaulters into the legal process. Oversee the debts to be handed for collection. Recommend write-off for irrecoverable debts in accordance with PFMA and treasury regulations. Determines and implements revision of impairment of debtors. Ensure customer relations. Develop customer relations policy. Appointments of key account managers. Establish a fully operational call centre. Communication with customers through telephone, personal visits and by letters. Receives and respond to customer queries within turnaround time. Raises awareness on the need to pay water accounts. Raises on being registered and licensed as water users. The management of the component. Develops operational plan for the section. Develops and manages the budget for the section. Develop an expenditure forecast on a quarterly basis for the section. Manage human resources within the

section. Participate in the Recruitment and Selection of staff. Manages the development of individuals in section. Ensures that HRD policies and procedures are applied for all staff members with the section

ENQUIRIES: Ms B Kama, Tel No: (043) 701 0316

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

NOTE: The MZIMVUBU-TSITSIKAMMA Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.