

Department of Public Works and Infrastructure

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

POST: DIRECTOR: Finance (Billing & Revenue) (36 months contract)

COMPONENT: PMTE: Finance and SCM
REF NO: 2021/316

SALARY: All inclusive salary package of R1057 326.00 per annum. (Total package to be structured in accordance with the rules of the SMS)

CENTRE: Head Office

REQUIREMENTS: A relevant undergraduate qualification in Financial Accounting or equivalent qualification (NQF Level 7). Accounting/Financial Management or relevant qualification and 5 years' experience at middle/Senior managerial level in financial accounting and reporting, CA qualification will be an advantage.

Willingness to travel with a valid driver's licence. Willingness to work extended hours Ability to meet tight deadlines. **Knowledge** Public Finance Management Act (PFMA) Treasury Regulations • General Recognised Accounting Practice (GRAP) • Generally Accepted Accounting Practice (GAAP) • Public Service Regulations.

Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy. Strong negotiation skills. Good planning and organising • Ability to work under pressure • Creativity and innovation • Ability to communicate at all levels.

DUTIES: Design, implement and maintain the Directorate's strategic plans • Lead and provide direction towards realising the Department's strategic plans • Develop detailed audit action plans • Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals • Effectively manage accounts receivables as well as implement and maintain debt risk management system • Ensure that all clients are timely billed • Manage the compilation of accounts receivable financial reports • Collate all sub-directorates' financial reports, including regions • Manage the compilation of financial reports and GRAP accounting of leases • Provide management support to the line manager with compilation of annual financial statements • Facilitate capacity building initiatives • Oversee timely resolution of audit queries • Compile and present reports on the functioning of the Directorate.

ENQUIRIES: Ms M Sibiyi, Tel (012) 406 1910

All application be forwarded to:
dpwi36@ursonline.co.za

POST: DIRECTOR: FINANCIAL REPORTING

COMPONENT: PMTE Finance
REF NO: 2021/317

SALARY: All inclusive salary package of R 1057 326.00 per annum. (Total package to be structured in accordance with the rules of the senior Management service)

CENTRE: Head Office

REQUIREMENTS: Requirements: A relevant undergraduate qualification (NQF level 7) in Financial Accounting plus 5 years' experience at middle/senior management in Financial reporting environment. Proven track record in preparation/auditing of financial statements in line with GRAP framework of accounting. Qualified CA will be an added advantage. Knowledge of SAGE/Archibus will be an added advantage. Willingness to travel with a valid driver's licence. **Knowledge:** A candidate must have public sector experience, extensive applied knowledge of the PMFA and GRAP. SAGE Financial Systems will be advantages. Knowledge or experience in property and construction asset industry advantage. **Skills:** Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES: Design, implement and maintain the Directorate's strategic plans.

Provide framework for financial risk assessments. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on functioning of Directorate and other financial reports required by executives. Manage and coordinate the compilation of financial statements (interim and annual) in

accordance to the Standards of GRAP, PFMA and other legislator requirements, based on inputs from regional offices and various line function branches. Management of internal and external financial audit, including responding to findings within deadline dates. Provide inputs to the Annual Report. Provide technical accounting support for accounting related queries from line function or finance units according to the principles of GRAP and for compiling financial statement inputs. Develop and maintain relations with stakeholders. Effective management of the financial reporting unit and entity maintenance unit. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the directorate.

ENQUIRIES: Mr. L Toona, Tel (012) 406 2123

All application be forwarded to:
dpwi37@ursonline.co.za

NOTE: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must be clearly capture the requirements for the certification to reflects that applicants must submit copies of qualifications, identity documents, and driver's license (Where applicable) and any other relevant documents, such copies **need not** to be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates.

Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to be furnished additional **certified** information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will **NOT** be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>

Closing date: 15 October 2021



public works
& infrastructure

Department:
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REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS
BECAUSE OF PUBLIC WORKS

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