

## DEPARTMENT OF PUBLIC WORKS



*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.*

- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,
- FOR ATTENTION** : Ms N.P Mudau
- CLOSING DATE** : 24 November 2017
- 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. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. 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. People with disabilities are encouraged to apply

**OTHER POSTS**

- POST 45/53** : **ASSISTANT DIRECTOR: FINANCE AND SCM (PMTE) REF NO: 2017/210**
- SALARY** : All-inclusive salary package of R 417 552 per annum
- CENTRES** : Head Office
- REQUIREMENTS** : A relevant 3 year tertiary qualifications in Financial Accounting or equivalent qualification plus relevant finance experience. Completed articles will be an advantage. A valid driver's licence and willingness to travel for official purposes. Knowledge: A candidate must have public sector experience with applied knowledge of the PMFA, Treasury Regulations, and GRAP. SAGE Financial Systems experience will be advantages. Skills: Sound 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.
- DUTIES** : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on movable assets, intangible assets and finance leases). Compilation of accurate financial inputs, journals and disclosure notes, in accordance with GRAP, for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings relating to relevant section and assistance with audit coordination. Effective application of sound financial management in accordance with PFMA and recognized accounting practices and policies. Improve the control environment within finance and line function. Effective management of the finance officials under candidate's supervision Support the supervisors in Financial Reporting unit in the preparation of the Financial Statements and other financial reporting duties.
- ENQUIRIES** : Ms D McDonald, Tel (012) 406 1132

**POST 45/54** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING COMPONENT: PMTE FINANCE AND SCM (02 POSTS)**  
(24 months contract)

**SALARY** : All-inclusive salary package of R 417 552 per annum  
**CENTRES** : Pretoria Regional Office Ref No: 2017/211  
Nelspruit Regional Office Ref No: 2017/212

**REQUIREMENTS** : A three year tertiary qualification in Financial Accounting, Internal Auditing or equivalent and extensive relevant experience. CA (SA) or equivalent qualification will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience 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** : Assisting in the implementing of efficient and effective finance systems to manage accounts and be able to report on a regular basis. Assist in the development and implementation of audit action plans. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month -end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting, compliance.

**ENQUIRIES** : Ms S Stipec, Tel No: (012) 406 1168