

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** : 02 March 2018 at 16h00
- 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. 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
- ERRATUM:** Kindly note that the post of Assistant Director: Human Resource Development Ref No: 2018/41 with the closing date 23 February 2018 published in vacancy circular 06 dated 09 February 2018, has been amended as follows: Salary Notch R417 552 per annum and also the Requirements has been amended as follows: A three year tertiary qualification in Human Resource/Public Management or equivalent qualification in Social Science/ Management Science (NQF Level 6). Appropriate experience in Human Resource Training & Development. Knowledge and understanding of Skills Development Act, OHSA, BCEA, PFMA, LRA, PSA etc. Conflict & Mediation management skills. Good Communication, Presentation and Facilitation skills. Computer Literacy. Valid Driver's license.

OTHER POST

- POST 07/29** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2018/44**
PMTE: Finance and SCM (24 months contract)
- SALARY** : All-inclusive salary package of R779 295 per annum. (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Pretoria Regional Office
- REQUIREMENTS** : A three year tertiary qualifications in Financial Accounting or equivalent qualification plus relevant finance experience. Audit articles 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 lease accounting will be an 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** : Management of production, incidental and administration of lease accounts and lease register, including monthly monitoring of lease expenditure. Assisting in reviewing efficiency and effectiveness of systems of internal controls in the region in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for

financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, leases expenses, immovable assets and project related expenses). 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. Develop and monitor audit action plan. 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, maintenance budget reporting. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES

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Ms Sandra Stipec, Tel (012) 406 1863