



Deputy Director: Financial Administration (EP 08/2019)

Salary: R 733 257 (all-inclusive remuneration package)

Centre: Pretoria

Requirements:

- A Bachelor's degree in Accounting / or equivalent qualification.
- Registration as a Chartered Accountant (CA) or ACCA will serve as an added advantage.
- The applicant should at least have five (5) years' experience in the field of Public Financial Management;
 - In-depth knowledge of Modified Cash Standards (MSC), PFMA and Treasury Regulations.
- The candidate must have the following skills:
 - Advanced Excel: computer literacy in MS Office and knowledge of BAS,
 - Good verbal and written communication skills,
 - interpersonal, coordination and stakeholder management skills,
 - Organisational skills, facilitation skills and a good understanding of government processes and financial reporting.
- The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.

Duties:

- Check annual audits and completion reports for EPWP projects.
- Consolidate Quarterly, half yearly and annual project financial statements.
- Ensure that Implementing Entities adhere to Supply Chain Management rules as well as Modified Cash Standards.
- Prepare terms of reference for ad-hoc audits and accounting work that must be done to support Project Implementing Entities.
- Oversee EPWP project audits and accounting work done by the Department's appointed firms.
- Prepare monthly reports for the CFO's unit.

- Manage project payments unit.
- Be responsible for Managerial Accounting Reporting. Do payments reconciliations.
- Monitor expenditure and cash flow projections for EPWP projects.
- Develop and maintain early warning systems for management of finances.
- Monitor the commitments.
- Advise the programme management on financial management issues in general.
- Support programme planning and implementation process and forums/ structures on financial administration issues.
- Facilitate procurement of projects.
- Handle audit queries for the Chief Directorate: Environmental Protection and Infrastructure Programmes.

Enquiries: Mr. M Thaga, Tel: 012 399 9663

For Attention: Ms. Lerato Ngobeni

Closing date: 24 June 2019

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- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
 - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
 - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.
 - Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.