



forestry, fisheries  
& the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**Waste Bureau**  
S O U T H A F R I C A

**THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT, IS ADVERTISING THE FOLLOWING POST ON BEHALF OF THE WASTE MANAGEMENT BUREAU. THESE ARE 2-YEARS CONTRACT POSTS. WASTE BUREAU IS AN ORGAN OF STATE ESTABLISHED TO BE SPECIALIST IMPLEMENTING AGENT THAT FACILITATES WASTE MINIMISATION AND RECYCLING.**

## **Senior Financial Management Specialist (WB 02 / 2022)**

**Salary:** R 758 776.00 per annum (Total cost to company).

**Centre:** Pretoria.

### **Requirements:**

- An appropriate recognised Bachelor's Degree in Accounting/ Financial Management or equivalent qualification (NQF Level 7).
- A minimum of three years' experience in the finance field.
- Knowledge of Generally Recognize Accounting Practices (GRAP).
- Good organizational, communication, interpersonal and administrative skills.
- Experience in or an advanced knowledge of the provisions of the PFMA and Treasury Regulations and associated provisions, regulations and norms and standards. Ability to develop, interpret and apply policies, strategies and legislation.
- Good stakeholder coordination and engagement, Sound research, knowledge management, change management, problem solving and analysis, people management and empowerment as well as programme and project management skills.

### **Duties:**

- Budget planning and monitoring. Ensure compliance control and manage bank account.
- Ensure timely compilation and submission of various financial reports.
- Compile working papers for the Annual Financial Statements.
- Ensure administration and maintenance of financial accounts and records.
- Ensure certification of compliance to the financial management performance indicators in accordance with the Public Finance Management Act (PFMA).
- Process payments for service providers.
- Manage audit intervention and implementation of audit recommendation.

- Provide effective financial management reports.
- Manage organisational expenditure reporting and control of cash flow.

**Enquiries:** Mr Mr Obed Baloyi, Tel: 012 399 9843

**For attention:** Ms Mokgadi Seketa Tel: 012 399 8629

**Closing date:** 03 June 2022.

- Application must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, ERF 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Application must be submitted on a [New signed Z83 form](#) obtainable from any Public Service Department and must be completed in full, also accompanied by copies of all relevant qualifications (Matric Certificate must also be attached), ID document, a valid Driver's License (attached documentation need not be certified, certification will be requested when required) together with the recent Curriculum Vitae in order to be considered.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. 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. Short-listed candidates will be expected to avail themselves at the Department's convenience.
- A pre- entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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/smspreentryprogramme/Shortlisted> candidates must provide proof of successful completion of the course. Furthermore, 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. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.