



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 17 May 2024

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: FINANCE CLERK REF NO: 170524/18

BRANCH: FINANCE: WTE DIR: FINANCIAL ACCOUNTING SD: GENERAL LEDGER

SALARY: R216 417 per annum (Level 05)

CENTRE: Pretoria Head Office

REQUIREMENTS: A Senior / Grade 12 certificate with Accounting as a passed subject. Basic knowledge of financial management practices as well as the ability to capture data, operate computer and collate financial statistics. Computer literacy. Basic knowledge and insight of the Public Service Financial legislations, procedures, and Treasury regulations, (PFMA, DORA, PSR, PPPFA, Financial manual). Knowledge of SAP or any other finance related operating system. Basic knowledge of Microsoft office products (Excel, Word, and PowerPoint). Knowledge management. Ability to work under pressure. Willingness to travel as and when required. Knowledge of general administration within the public services. Good interpersonal relations. Good communication skills both (verbal and written).

DUTIES: Check and capture transactions on SAP. Check and capture Sundry Payments, receipts, and journals on SAP. Monitor and clear suspense accounts. Assist with Reserve and Commercial banks reconciliations. Collecting and filing of banks statements. Assist with Audit information requests and responses. Ensure that all filling is complete. Responsible for cashier's office. Rectify misallocations.

ENQUIRIES: Mr. G Ledwaba, Tel No: (012) 336 7158

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. for Attention: Planning, Recruitment and Selection unit