



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Pretoria:** please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **26 AUGUST 2016.TIME:16H00**
- POST** : **ACCOUNTING CLERK-APPOINTMENTS AND DEDUCTIONS (X 2 POSTS). Ref: 260816/34**
- SALARY** : R142 461 per annum (level 5)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. One (1) year experience in Financial Accounting working in payroll management will be added as advantage. Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS),PERSAL Computer literacy (Word, Excel, PowerPoint). The suitable candidate must be willing to work under pressure.
- DUTIES** : The successful candidate will be expected to receive and capture all salary allowance and decoctions on PERSAL. Compile and process BAS payment and journals as per SCOA. Ensure that all salary files are filled properly for future reference. Attend to all salary related enquiries. Communicate with internal and external clients.
- ENQUIRIES** : Mr S Maimela Tel, 012 -336 7712