



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Hartebeespoort: Please forward your applications to: The Provincial Head: North West, Department of Water and Sanitation , Private Bagx5 Hartebeespoort 2735 or hand deliver at Mega City Shopping Complex, Unit number 99 , Cnr. James Moroka and Sekame Road. For Attention: Mr. M.J Ntwe
- CLOSING DATE** : **01 December 2017 TIME: 16H00**
- POST** : ACCOUNTING CLERK REF NO: 011217/09
- SUB-DIRECTORATE** : REVENUE MANAGEMENT
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Hartebeespoort
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Good communication skills. A good understanding of the PFMA and Treasury Regulations. Knowledge of PERSAL and BAS. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal Relations. Ability to work under pressure.
- DUTIES** : Capture and update of entities on PERSAL, BAS and SAP systems. Check, capture information and clear accounts. Follow up reports: S&T advance report and unpaid EBT control account. Provide effective office services to the section. Handle paid stamps and filing of stubs.
- ENQUIRIES** : Mr. MLJ Botha Tel, 018 - 387 9531.