



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications must be forwarded to: the Directorate: Planning, Recruitment and Selection Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Streets, Pretoria. FOR ATTENTION: Ms C Mazibuko
- CLOSING DATE** : **21 April 2017 Time: 16H00**
- POST** : **ACCOUNTING CLERK (X3 POSTS): REF NO: 210417/14**
- SUB DIRECTORATE** : SALARIES & PAYROLL 210417/14A
- SUB DIRECTORATE** : DEBT MANAGEMENT 210417/14B
- SUB DIRECTORATE** : RESIGNATIONS (WTE) 210417/14C
- SALARY** : R142 461 per annum, (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge management. 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. Good communication skills.
- DUTIES** : Check and capture transactions on PERSAL. Check and capture Sundry Payments, Receipts, Journals and Budget on BAS. Monitor outstanding S&T advances and update Registers. Be responsible for Payroll administration. Distribution of Salary and supplementary pay slips to officials. Assist with accruals and commitment. Ensure that all filling is complete. Responsible for cashier's office. Rectify Misallocations. Compilation of accruals.
- ENQUIRIES** : Ms. L.K Baloyi, Tel 012-336 - 8876