



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : ADMIN CLERK: REVENUE MANAGEMENT REF NO: 230617/32
- SUB-DIRECTORATE** : REVENUE MANAGEMENT
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Vaal Proto-CMA (Gauteng Provincial Office)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification. One (1) year relevant experience will be an added advantage. 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 skills. Knowledge of general administration within the Public Service. Good interpersonal relations. Good communication skills.
- DUTIES** : Assist with accruals and commitment. Ensure billing of water users. Filing of correspondence. Responsible for cashier's office. Rectify misallocations. Reconcile revenue reports. Provide support during the tariff settings process. Coordinate stakeholder meetings and taking minutes. Update information of water users on the billing system database. Attend to stakeholder's enquiries revenue.
- ENQUIRIES** : Ms. R Koshane, Tel 012 – 392 1317.