



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : 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, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko
- CLOSING DATE** : **25 AUGUST 2017 TIME: 16H00**
- POST** : ACCOUNTING CLERK (WTE) REF NO: 250817/21
- SUB-DIRECTORATE** : EXPENDITURE (X 2 POSTS)
- SUB-DIRECTORATE** : BOOKKEEPING (X 2 POSTS)
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Pretoria
- 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** : 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. Be a document controller for the section. Responsible of Cashier's office. Rectify Misallocation. Compilation of accruals. Secretary for section's meeting.
- ENQUIRIES** : Ms. F. Moti, Tel 012 – 336 7948