



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI: Central Operations (Pretoria) The Director, Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001. Hand deliver to 1st Floor, Praetor Forum Building, 267 Lilian Ngoyi, Pretoria. FOR ATTENTION: The Human Resource Management
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : ACCOUNTING CLERK: SALARIES REF NO: 280717/26
SALARY : R152 862 per annum, (Level 05)
- CENTRE** : NWRI: Central Operations (Pretoria)
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification. One (1) to two (2) years experience in the accounting field will be an added advantage. Basic knowledge of financial functions, practices as well as 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, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (Persal, BAS, LOGIS,SAP etc) Good communication skills. The ability to work under pressure. Willingness to travel as and when required. Good computer literacy skills. Knowledge of General administration within the Public Service. Good interpersonal relations. Valid driver licence. (Attached certified copy).
- DUTIES** : Responsible for checking and capturing transaction on SAP E.g. S and T, overtime, standby and shift allowance and other payment on Persal. Distribute payslips to Officials. Deal with enquiries relating to salaries. Perform cashier duties when necessary. File all face value books and documents.
- ENQUIRIES** : P Mohlala, Tel 012 - 741 7336.