



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Tugela Vaal Please forward your application quoting the reference number to the Area Manager The department of Water and Sanitation Private Bag X 1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address For Attention Motsepe.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **ADMINISTRATION CLERK REF NO: 060718/33**
- DIRECTORATE** : **NWRI Central Operation**
- SALARY** : **R 152 862 per annum (Level 05)**
- CENTRE** : **Tugela Vaal**
- REQUIREMENTS** : National Senior Certificate with mathematics or accounting as passed subjects and appropriate experience in finance with particular emphasis in the following: knowledge of National Regulation, PFMA and computer literacy. Knowledge of basic financial operating systems (PERSAL and/or SAP). Ability to work under pressure and as part of team. A valid driver's license will also serve as an added advantage.
- DUTIES** : Preparation and capturing of all sundry payments for suppliers and employees on SAP. Capturing S&T, overtime, night shift, standby, Sunday and public holiday allowances and all other related salary deduction and payments for employees on PERSAL. Filing of financial documentation. Attend to related queries for suppliers and employees. Over-all rendering or financial administration support to scheme level, NWRI and Head Office.
- ENQUIRIES** : **Mr J Padayachee, Tel: (036) 438 8302**