



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Head Office (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **ACCOUNTING CLERK (X2 POSTS) REF NO: 060718/37**
- SALARY** : **R 152 862 per annum (Level 05)**
- BRANCH** : **Finance: Main Account**
- CENTRE** : **Head Office Pretoria**
- REQUIREMENTS** : National Senior Certificate with Accounting as a subject. 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 legislatures, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA Financial Manual). Knowledge and understanding of basic financial operating systems (PERSAL, BAS LOGIS etc.). Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct.
- DUTIES** : Perform salary administration support services. Perform bookkeeping and debt management support services. Perform accounts payable support services .Perform records management within Financial Accounting.
- ENQUIRIES** : **Ms F.M. Monyeki, Tel: (012) 336 7742**