



# water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Central Operations (Pretoria) Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. For attention: Mr KL Manganyi.
- CLOSING DATE** : 06 July 2018 TIME: 16h00
- POST** : **ACCOUNTING CLERK REF NO: 060718/38**
- SALARY** : **R 152 862 per annum (Level 05)**
- BRANCH** : **NWRI Central Operation**
- CENTRE** : **Central Operation Pretoria**
- REQUIREMENTS** : National Senior Certificate with Mathematics and Accounting as passed subject. One (1) to (3) three years' experience in financial environment. Knowledge of Treasury Regulations, PFMA and computer literacy. Knowledge of PERSAL and/or SAP. Good verbal and written communication skills. Good planning and organizing skills, interpersonal, problem solving and conflict management. Ability to work extra hours when required. A valid driver's license will also serve as an added advantage.
- DUTIES** : Preparation and capturing of all sundry and order payments for suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, night shift, standby, Sunday and public holiday allowances and all other related salary deductions and payments for employees on PERSAL. Perform cashier duties and petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (assisting area office), NWRI: Central Operation and Head Office.
- ENQUIRIES** : **Ms P Mohlala, Tel: (012) 741 7336**