



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 X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. **For attention:** Ms L Van Wyk
- CLOSING DATE** : 15 June 2018 TIME: 16h00
- POST** : ACCOUNTING CLERK: PRODUCTION (X 3 POSTS) REF NO 150618/17
- CD** : REVENUE MANAGEMENT, DIR: DEBT MANAGEMENT (WTE)
- SALARY** : R152 862 per annum, (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Senior Certificate with Accounting as a subject. Understanding of the Public Financial Management Act and Treasury Regulations. Knowledge of PERSAL and SAP. (1)One working experience in the financial field will be an added advantage. The ability to work under pressure. Willingness to travel as and when required. Computer literacy skills. Knowledge of general administration within the Public Service. Good interpersonal relations. Good communication skills.
- DUTIES** : Capture and update of data into SAP and Customer Relationship Management systems. Check, capture information and clear accounts. Follow up reports that are inclusive of Subsistence and Travel advances report and unpaid Electronic benefit transfer (EBT) control account. Provide effective office services to the section. Assist managers with revenue management functions.
- ENQUIRIES** : Mr M. Mothebe, Tel 012 336 8954