



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria/Limpopo Provincial Office: 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** : 18 May 2018 TIME: 16h00
- POST** : ACCOUNTING CLERK REF NO: 180518/10
- DIRECTORATE** : FINANCIAL MANAGEMENT
- SALARY** : R152, 862 per annum, (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : A grade 12 certificate or equivalent qualification. 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 Legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual). Knowledge of basic financial operating systems(PERSAL,BAS,LOGIS etc). Knowledge management. Problem solving and analysis. People solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct.
- DUTIES** : Receive invoices. Perform salary administration support services. Perform Bookkeeping support services.
- ENQUIRIES** : Mr ME Lidzade, Tel: 012 336 7327