



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : 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 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms. LI Mabile
- CLOSING DATE** : **04 October 2019 TIME: 16:00**
- POST** : ACCOUNTING CLERK REF NO: 041019/05
- BRANCH** : FINANCE
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Senior Certificate/Grade 12 certificate with accounting as a subject. Knowledge of financial management related legislation i.e. PFMA and Treasury Regulations. Knowledge of the PERSAL and BAS system, GRAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management. Computer literacy.
- DUTIES** : Check and capture original budget (ENE), adjustment budget (AENE), approved shifting of budget requests from line functions and year-end final shifting of funds and virements on BAS. Liaise with different sections within the department regarding source documents. Verify and capture journals on BAS. Assist in drawing BAS reports (Expenditure Control Commitments and detail reports) as and when required. Produce daily budget and expenditure monitoring report including infrastructure programmes/ grants for the entire Department. Ensure that all related filing is systematically completed. Request all BAS related reports when needed. Order and distribute stationery. Assist in performing desktop departmental expenditure trends analysis, monitoring of departmental expenditure to ensure alignment with approved budget and planned expenditure/ drawings/ cash flow projections – expenditure control. Assist in requesting BAS reports to verify that transactions are posted as per Departmental Standard Chart of Account (SCOA). Make follow-ups with line functions to correct/ rectify expenditure misallocations and misclassifications. Provide effective office services to the section. Handle queries with regard to the above-mentioned duties.
- ENQUIRIES** : Mr. ML Mukwevho, Tel No.: 012 336 8720