



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). 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** : Durban: Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor. For Attention: The Manager (Human Resources).
- CLOSING DATE** : **06 December 2019 TIME: 16:00**
- POST** : ACCOUNTING CLERK (SUPERVISOR): REVENUE MANAGEMENT REF NO. 061219/31
- BRANCH** : CHIEF OPERATIONS OFFICE KZN, DIV: FINANCIAL ACCOUNTING-KZN (WTE)
- SALARY** : R 257 508 per annum, (Level 07)
- CENTRE** : Durban
- REQUIREMENTS** : A Senior / Grade 12 certificate. Three (3) to five (5) years' experience in the Revenue Administration. A valid driver's license (Certified copy must be attached). Good knowledge of the PFMA, Treasury Regulations and other relevant legislation. Good working knowledge of SAP and Persal. High level of computer literacy skills. Knowledge of accounting principles. Good interpersonal and problem solving skills. People and diversity management, client orientation and customer focus skills. Good communication skills both verbal and written. Accountability and ethical conduct. Ability to work under pressure.
- DUTIES** : Provide financial administration of SAP. Manage the collection of revenue in the Region. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office
- ENQUIRIES** : Mr M Ndlovu, Tel No: 031 336 2700.