



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, P O Box 1018, 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: REVENUE MANAGEMENT REF NO. 061219/43
BRANCH	:	CHIEF OPERATIONS OFFICE KZN
SALARY	:	R173 703 per annum (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	A Senior / Grade 12 certificate. Computer literacy (MS Office). Knowledge of SAP system will be an added advantage. Knowledge and understanding of PFMA, DORA and Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service.
DUTIES	:	Answering telephone customer queries, print invoices and statements as requested by our clients. Perform cashier functions. Assist walk-in clients with their queries. Do customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Perform debt management and customer relations management.
ENQUIRIES	:	Mr M Ndlovu, Tel No: 031 336 2768