



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 REF NO. 061219/44
BRANCH	:	CHIEF OPERATIONS OFFICE KZN
SALARY	:	R 173 703 per annum (Level 05)
CENTRE	:	Durban
REQUIREMENTS	:	A Senior / Grade 12 certificate. Experience in Administration / Finance will be an added advantage. A valid driver's license will serve as an added advantage. Good financial management skills. Sound knowledge of the Public Service Financial Management prescripts, Basic Accounting System (BAS), PERSAL and Treasury Regulations. Well-developed planning and organizing skills. Excellent problem solving skills, good communication (written and verbal) skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.
DUTIES	:	Capture payments on BAS and LOGIS. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Follow up reports: S and T advance report and unpaid EBT control account. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations. Filing of paid stamps and stubs.
ENQUIRIES	:	Ms N Nyangintsimbi, Tel No: 031 336 2845