



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	:	Midmar Dam (Howick), Please forward your application quoting the reference number to: The Director: Eastern Operations, Department of Water and Sanitation, Private Bag X24, Howick, 3290. Hand deliver at Department of Water and Sanitation, R103 Prospect Road, Midmar Dam, Howick, 3290. For attention: Ms T Sindane
CLOSING DATE	:	06 December 2019 TIME: 16:00
POST	:	ACCOUNTING CLERK PRODUCTIONREF NO. 061219/49 (This is a re-advertisement; applicants who have previously applied are encouraged to re-apply)
BRANCH	:	IBOM: EASTERN OPERATION
SALARY	:	R 173 703 per annum (Level 05)
CENTRE	:	Midmar Dam (Howick)
REQUIREMENTS	:	A Senior / Grade 12). Certificate Financial management experience and SAP certificate will be an added advantage. Knowledge of financial management related legislation i.e. PFMA and its regulations and SCM regulations. GAAP Standards. Confidentiality, integrity, honesty, time management and good interpersonal skills. Basic knowledge of financial management.
DUTIES	:	Receive invoices from vendors and keep accurate invoice register. Liaise with different sections within the department regarding source documents. Compile source documents and capture invoices to pay vendors including processing of journals on SAP system. Check and capture of payroll allowances and deductions, overtime, standby on Persal system including attending to related queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute all stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.
ENQUIRIES	:	Mr S Ngobese, Tel No: 033 239 1900