



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 or e-mailed 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** : Bloemfontein: Please forward your applications to the Department of Water and Sanitation, NWRI Central Operation, Private Bag X528, Bloemfontein, 9300. For attention: Ms M Maloka
- CLOSING DATE** : **07 June 2019 TIME: 16h00**
- POST** : FINANCE CLERK (X2 POSTS) REF NO 070619/12
- BRANCH** : IBOM Central Operation
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Senior Certificate or equivalent qualification. Mathematical Literacy/Accounting as a subject will serve as an advantage. One (1) to (2) two years experience in Finance will serve as an added advantage. A valid Driver's licence(certified copy must be attached) will serve as an added advantage. Willingness to travel. Ability to work in a team.Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury Regulations (PFMA).Knowledge of basic financial operating systems (PERSAL, BAS,LOGIS etc).Computer literacy in Microsoft Office (Outlook, Excel, Powerpoint, MS Word).Problem solving and analytical skills. Good verbal and written communication skills and report writing skills. Planning and organising skills.
- DUTIES** : Handling of various Financial Managementfunctions. Follow-up on outstanding water user's accounts, telephonically and through written communication. Prepare debtors reconciliation. Print customer invoices and statements. Clear suspense accounts. Compile monthly reports. Assist with billing. Schedule appointments with clients. Deal with account queries, walk-ins via telephone and email. Request and receive customer meter readings. Capture meter readings and upload on files. Assist with any other duties as given by the Senior State Accountant. Assist in the receipt management division.
- ENQUIRIES** : Mr P Matsau, Tel: 051 405 9000