



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** : Hartbeespoort: Please forward your applications to theThe Area Manager: Hartbeespoort, Department of Water and Sanitation, Private Bag X352, Hartbeespoort, 0216
- CLOSING DATE** : **16 August 2019 TIME: 16:00**
- POST** : ACCOUNTING CLERK PRODUCTIONREF NO: 160819/08
- BRANCH** : IBOM: Northern Operations
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Hartbeespoort
- REQUIREMENTS** : A Senior Certificate/Grade 12 certificate. Knowledge of financial management related legislation i.e. PFMA, SCM and its regulations. Knowledge of the SAP system, 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 payroll allowances, deductions, overtime, standby and Subsistence and Travel claims on the Persal system. Attending to queries. Ensure that all related filing is systematically completed. Request all SAP related reports when needed. Order and distribute stationery. Perform cashier duties including handling petty cash, receiving and banking of state money and issuing of receipts.
- ENQUIRIES** : Ms V Mbetho, Tel:012 253 1093