



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** : The Regional Head, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001. For attention: Ms Maria Malatji
- CLOSING DATE** : **26 July 2019 TIME: 16:00**
- POST** : ACCOUNTING CLERK: FINANCIAL ACCOUNTING, REF NO: 260719/12
- BRANCH** : Chief Operations Office: Gauteng
- SALARY** : R173 703 00 per annum (Level 05)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : National Senior Certificate (A Grade 12). Working experience in an accounting or finance environment (Accounts Payables and Salary Administration) will serve as an added advantage. Knowledge of the PFMA, Treasury Regulations, Financial Prescripts, while knowledge of SAP and PERSAL systems would be an added advantage. Computer literate on Ms Office (Word, Ms Excel). Good interpersonal and communication skills.
- DUTIES** : Reconciliation of the major suppliers accounts of the Provincial Office. Compile and Capture sundry and order payment on the SAP system. Compile and capture journals and assist in clearing suspense accounts including cashier functions. Check for compliance and capture salary related claims and deductions. Ensure management of the payroll for the Provincial Office. Safekeeping of all financial records. Maintaining an effective and efficient filing system.
- ENQUIRIES** : Mr. V. Mashaba, tel 012 392 1318