



## 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). "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** : Port Elizabeth: Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer. For attention: Ms EN Ngele.
- CLOSING DATE** : **29 November 2019 TIME: 16:00**
- POST** : FINANCE CLERK: PRODUCTION REF NO: 291119/46
- BRANCH** : IBOM: DIV: SOUTHERN OPERATIONS
- SALARY** : R 173 703 per annum (Level 5)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent qualification. Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer literacy skills. Good communication and interpersonal skills. Problem solving and report writing skills.
- DUTIES** : Perform reconciliation of customer accounts and billing adjustments. Liaise with customers and attend to customer queries. Monitor debtors and do follow up on outstanding balances. Printing of customer statements and invoices. Follow up and process return to sender (RTS). Filling all relevant documentation and customer correspondence. Monthly reporting of revenue duties.
- ENQUIRIES** : Ms AU Erasmus, Tel No: 041 508 9735