



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 02 OCTOBER 2020

**Note:** Interested applicants must submit their applications for employment to the e-mail address specified to each post. 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 copies of qualifications and Identity document. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. **A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants.** Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. **Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.**

**POST: ACCOUNTING CLERK REF NO: 021020/18**

Branch: Chief Operations Office Northern Cape

**SALARY:** R173 703 per annum (Level 05)

**CENTRE:** Kimberley

**REQUIREMENTS:** A Senior/Grade 12 certificate. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage (attach a copy). Good financial management skills. Sound knowledge of the Public Service Financial Management prescripts, Basic Accounting System (BAS), PERSAL and Treasury Regulations. Well-developed planning and organizing skills. Excellent problem solving skills, good communication (written and verbal) skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.

**DUTIES:** Responsible for checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Verify and capture Sundry Payments and journals on BAS. Monitor outstanding S&T advances and update register. Responsible for the telephone accounts and deductions. Assist with accruals and compilation of accruals. Rectify misallocations.

**ENQUIRIES:** Ms. C E Du Preez Tel No: (053) 830 8800

**APPLICATIONS:** Kimberley: Please email your applications quoting the relevant reference number to [ncrecruitment@dws.gov.za](mailto:ncrecruitment@dws.gov.za) . **For attention:** Ms C Du Plessis