



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: 021020/19

Branch: Chief Operations Office Northern Cape

SALARY: R173 703 per annum (Level 05)

CENTRE: Upington

REQUIREMENTS: A Senior/Grade 12 certificate. Knowledge of Financial administrative procedures. Experience in Administration/Finance will be an added advantage. Knowledge of financial legislation. A valid driver's license will serve as an added advantage. Knowledge of BAS and PERSAL. Basic Financial management and knowledge of PFMA. Basic knowledge Management. Problem solving. Client orientation and customer focus. Communication accountability and ethical conduct.

DUTIES: Receive invoices and record on invoice register, check and capture transactions on PERSAL and BAS. Check and capture Sundry Payments, prepare journals when necessary. Request reports on PERSAL and BAS. Be responsible for cashier's functions. Safekeeping of cash and checking of Petty Cash issued. Replenish Petty Cash when required. Responsible for payroll administration. Distribution of Salary and supplementary payslips to officials, update registers. Compile Sundry payments; assist with clearing and monthly reporting of Suspense account. Ensure monthly statement for creditors are reconciled. Compile monthly reports.

ENQUIRIES: Ms. N P Magawu Tel No: (053) 830 8800

APPLICATIONS: Kimberley: Please email your applications quoting the relevant reference number to nrecruitment@dws.gov.za . **For attention:** Ms C Du Plessis