



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION CLOSING DATE: 04 September 2020

Note: Interested applicants must submit their applications for employment to the **postal address specified** to each post or e-mail at recruitment@dws.gov.za. 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: REVENUE MANAGEMENT REF NO: 040920/14

Branch: Chief Operations Office Northern Cape

SALARY: R173 703 per annum (Level 05)

CENTRE: Upington

REQUIREMENTS: A Senior/Grade 12 certificate. Computer literacy (MS Office). Knowledge of SAP system will be an added advantage. Knowledge and understanding of PFMA, DORA and Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service.

DUTIES: Answering telephone customer queries. Print invoices and statements as requested by our clients. Perform cashier functions. Assist walk-in clients with their queries. Do customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Perform debt management and customer relations management.

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

APPLICATIONS: Kimberley: Please **post** your applications or e-mail quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or e-mail at recruitment@dws.gov.za. For attention: Ms C Du Plessis