



## 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). 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** : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Ms. LI Mabile
- CLOSING DATE** : **07 February 2020, TIME: 16:00**
- POST** : FINANCE CLERK: DEBT MANAGEMENT REF NO: 070220/14
- BRANCH** : FINANCE WTE DIV FINANCIAL ACCOUNTING
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Senior / Grade Certificate. Knowledge of managing debtors and financial systems applicable to government will be an added advantage. Ability to interpret and implement financial management policies, processes and system. Ability to use personal computer and Microsoft Packages such as MS Excel to perform basic arithmetic's calculations. Basic knowledge of PFMA and Treasury Regulations related to staff debt management. Ability to follow a proactive and creative problem solving approach. Strong interpersonal skills. Ability to work under pressure.
- DUTIES** : Making follow ups of outstanding debts. Prepare submission for writing off long outstanding untraceable debts as per departmental policy and Treasury regulations. Perform reconciliation and clearing of all debts related control and suspense accounts at all times. Capture transactions relating to staff debts on SAP system. Liaise with Human Resources officials and other departmental officials in relation to staff debts take-on due to terminations, resignations, and breach of employee bursaries contracts, theft or loss and other possible erroneous payments. Compilation of letters to inform debtors of their debts due to the department and perform distribution of statement of accounts to respective debtors. Perform allocations regarding payments made by debtors and Persal deductions to their respective debtors' accounts. Follow-ups on long outstanding debts and assist to debt write-offs
- ENQUIRIES** : Mr T Toka, Tel: 012 336 8378