



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 13 November 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: STATE ACCOUNTANT: PAYROLL REF NO: 131120/13  
BRANCH: CHIEF OPERATIONS OFFICE NORTH WEST  
SALARY: R 257 508 per annum, (Level 07)  
CENTRE: Mmabatho

REQUIREMENTS: A National Diploma or Degree in financial management or Accounting. 0-1 year experience in finance or similar environment. Knowledge and understanding on financial legislation, policies, practices and procedures. Computer literacy skills. Knowledge of Government Financial System i.e. PERSAL and BAS. Knowledge of administrative and clerical procedures. Knowledge of departmental policies and procedures. Knowledge of PFMA and Delegations. Treasury Regulations and DORA. Good accounting skills. Planning and organisational skills. Ensure compliance with applicable policies and regulations. Problem solving and analysis. Good communication skills, supervisory and interpersonal skills. Ability to work under pressure. Analytical, logical thinker and a team player. Accountability and ethical conduct.

DUTIES: Ensure that advances are recovered timeously. Maintain appropriate filing system and records management. Capture garnishee orders and other payroll deductions. Management of Provincial Payroll. Verify leave gratuity payments, overtime, bonuses and ensure that travel and subsistence claims are correctly calculated on monthly basis. IRP5's reconciliations and capturing of payments including transfers.

ENQUIRIES: Ms G Kobue, Tel No: 018 387 9526

APPLICATIONS: North West (Mmabatho): Please email your application quoting the relevant reference number to [NWRecruitment@dws.gov.za](mailto:NWRecruitment@dws.gov.za) For attention: Mr M.J. Ntwe