



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 27 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: ACCOUNTING CLERK X 2 POSTS REF NO 271120/41  
BRANCH: CHIEF OPERATIONS OFFICE EASTERN CAPE: CD: FINANCIAL ACCOUNTING  
SALARY: R 173 703 per annum (Level 05)  
CENTRE: King Williams Town

REQUIREMENTS: A Senior / Grade 12 with Accounting as a subject. Experience in Administration/Finance will be an added advantage. A valid driver's license will serve as an added advantage (attach a copy). Basic knowledge of Financial functions. Computer literacy. Basic knowledge and insight of the Public Service financial legislators, procedures and Treasury regulations (PFMA, DORA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, BAS, LOGIS. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct. Must be able to work under pressure.

DUTIES: Check that documents presented for payments are valid, accurate, and complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/ claims on financial operating systems (BAS, LOGIS, PERSAL). Respond to payment/ claims and entity queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies. Verify record and track invoices on the payment monitoring tool. Receive invoices and update invoice registers. Report on payable/accruals, 30 day payments. Provide clerical support for the team. Assist in performing creditor's reconciliations. Manage Payroll administration and all financial transactions. Distribute pay slips including supplementary pay slips to officials. File all financial documents and claims. Assist internal and external stakeholders with payment and other financial related queries.

ENQUIRIES: Ms Y Nogela Tel No:043 604 5319

APPLICATIONS: Eastern Cape: Please email your applications quoting the relevant reference number to [ECRecruitment@dws.gov.za](mailto:ECRecruitment@dws.gov.za) For attention: Ms LT Malangabi Tel 043 604 5476