



## 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 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment tools" 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** : Gauteng Please forward your applications quoting the relevant reference number to the Bothongo Plaza East, Francis Baard Street, 15<sup>th</sup> Floor, Pretoria, 0001. For attention: Mr Daniel Masoga.
- CLOSING DATE** : **28 February 2020 TIME: 16:00**
- POST** : ACCOUNTING CLERK REF NO. 280220/06
- BRANCH** : CHIEF OPERATIONS OFFICE – GAUTENG FINANCE:
- SALARY** : R 173 703 per annum (Level 05)
- CENTRE** : Gauteng
- REQUIREMENTS** : A Senior / Grade 12 certificate with accounting as passed subject. Working experience in an accounting or finance environment (Accounts Payables and Salary Administration) will be an added advantage. Knowledge of the PFMA, Treasury Regulations and relevant Public Service Financial Prescripts, while knowledge of BAS, LOGIS and Persal systems would be an added advantage. Computer literate on Ms Office (Word, Ms Excess a must). The candidate should also possess good interpersonal skills, communication skills and attention to details.
- DUTIES** : Reconciliation of the major suppliers accounts of the Gauteng Provincial Office. Compile and Capture sundry on the BAS System, Capture or Add order payment on the Logis system. Compile and capture journals and assist in clearing of suspense accounts including performing Cashier Functions. Check for compliance and capture salary related claims and deductions on the Persal System. Ensure management of the payroll for the Provincial Office. Safekeeping of all financial records and face-value documents by maintaining an effective and efficient filing system.
- ENQUIRIES** : Ms. D Mantso, Tel No: 012 392 1550