



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 04 June 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. 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 pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a 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 REF NO: 040621/12 X2 POSTS

BRANCH FINANCE ACCOUNTS PAYABLE: FINANCIAL ACCOUNTING (WTE)

SALARY: R173 703 per annum (Level 5)

CENTRE: HEAD OFFICE, (PRETORIA)

REQUIREMENTS: A Senior / Grade 12 Certificate. A National Diploma or Degree in Financial Accounting/Financial Management /Cost and Management Accounting and experience in financial management will be an added advantage. Knowledge of clerical function, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of public service financial legislations, procedures and Treasury Regulations (PFMA, GAAP, GRAP financial manual). Knowledge of basic financial operating systems (SAP system, PERSAL, BAS, LOGIS, etc). Basic understating of Reconciliations, Procure to pay process and Accruals. Knowledge management, people and diversity management. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. DUTIES: Receive, record, monitor Invoices from suppliers on Invoice Tracking Register, Compile sources documents and capture invoices to pay Sundry and Purchase Order suppliers, including Journals on SAP System. Ensure payments are done within 30 days. Management of Sundry Vendor Master Registration on SAP System. Attend to queries from Regional and Provincial Offices.

ENQUIRIES: Mr Willie Tsoenyane, Tel No: 060 569 2645

APPLICATIONS: Head Office (Pretoria): Please email your application quoting the relevant reference number to: [recruitment@dws.gov.za](mailto:recruitment@dws.gov.za) For attention: Ms L Mabile