

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 9 July 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 5mb) 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: CHIEF ACCOUNTING CLERK: REVENUE MANAGEMENT REF NO:090721/10  
BRANCH: CHIEF OPERATIONS OFFICE: WESTERN CAPE, DIV: REVENUE MANAGEMENT  
SALARY: R257 508 PER ANNUM (LEVEL 7)  
CENTRE: BELLVILLE

REQUIREMENTS: A Senior / Grade 12 certificate with Accounting as a passed subject or equivalent qualification with Accounting as a passed subject. Three (3) to five (5) years' experience in Revenue Management. Practical experience and understanding of SAP. A valid driver's license (A copy must be attached). Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and application of International Financial Reporting Standards applicable to revenue, Generally Recognized Accounting Practice (GRAP). Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Detailed understanding of billing procedures. Knowledge of departmental policies and procedures. Knowledge of any Enterprise resource planning (ERP) system, with preference for SAP. Framework for managing performance information. Problem solving and analysis. Excellent communication skills. Client orientation and Customer focus.

DUTIES: Implement billing adjustment on SAP. Attend all missing customer data environment reports. Monthly reports on customer reconciliation and adjustment. Coordinate and control the various internal functions related to billing activities to ensure timely and proper collection of all income due. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Perform human resources and administrative activities relating to the Revenue Division. Supervision of staff.

ENQUIRIES: Ms. B Koli Tel No 021 941 6336

APPLICATIONS: Western Cape (Bellville): Please email your applications quoting the relevant reference number to [WCrecruitment@dws.gov.za](mailto:WCrecruitment@dws.gov.za) For Attention: Ms. K Melelo