



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

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 **exceeding 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. 100521/10

BRANCH: CHIEF OPERATIONS OFFICE WESTERN CAPE, DIV: FINANCIAL MANAGEMENT: MAIN ACCOUNT

SALARY: R 173 703 PER ANNUM (LEVEL 5)

CENTRE: BELLVILLE

**REQUIREMENTS:** A Senior/Grade 12 certificate with Accounting or Financial Accounting as a passed subject qualification. Basic knowledge and understanding of Public Service policies and financial legislations, i.e. Treasury Regulations, PFMA and DORA. Ability to understand and interpret departmental budgeting and financial management processes. Knowledge of BAS or other government financial management systems. Sound reasoning, mathematical, problem solving and analytical ability. Client orientation and customer focus. Good communication skills both (verbal and written). Ability to work effectively under pressure. Be computer literate, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer.

**DUTIES:** Provide assistance in compilation of Medium Term Expenditure Framework (MTEF) and Estimate on National Expenditure (ENE). Assist in arranging expenditure and budget control meetings and attend such meetings on request. Assist in preparing variety of financial budgetary reports, i.e. Cash Flow Report or IYM on a monthly basis. Responsible for capturing budget on Basic Accounting Systems (BAS). Responsible for compilation of journals in order to correct misallocation and misclassification of expenditure. Provide assistance in the facilitation of reallocation of funds and fund shift. Capture decision in respect of reallocation of funds and fund shift on BAS. Assist in providing correct financial item codes, in order of SCOA, to the end-user. Extract variety of reports from BAS as per request and upon instruction by the supervisor. Assist in drafting budget allocation letters and ensure timely submission to budget holders. Assist and give input during the preparation of regional business and operational plans. Render assistance in relation to general administrative functions as required in management accounting section. Responsible for maintaining effective internal filling system of the section.

**ENQUIRIES:** Mr E Mahasela, Tel: 021 941 6091

**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