



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 20 December 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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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: ADMINISTRATION CLERK REF NO 201221/07 X2 POSTS (FINANCE)**

**BRANCH: INFRASTRUCTURE MANAGEMENT CENTRAL OPERATIONS**

**SALARY: R176 310 per annum (Level 5)**

**CENTRE: Vanderkloof Dam**

**REQUIREMENTS:** A Senior / Grade 12 certificate. One (1) to two (2) years' experience in Financial Management serves as an added advantage. Computer literacy (MS Word, Excel, Power Point, Outlook). Basic Knowledge and insight of the Public Service financial Legislation, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). A valid Driver's License serves as an added advantage. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, SAP etc). Interpersonal relations, flexibility and teamwork. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct. Willingness to travel as and when required. Knowledge of general administration within public services. Good interpersonal relations.

**DUTIES:** Render financial support services and administration within the department. Receive invoices. Perform Salary Administration support services. Performing Bookkeeping support services. Handle routine correspondence and enquiries related to payments and invoices, faxing, photocopying, bind documents, processing VA2's/requisition form; Manage S&T claims by doing quality checks and certifying. Ensure efficient and effective procurement of goods and services. Facilitating and compiling service entry sheets and good receipts for paying invoices. Ordering equipment and supplies, maintaining inventories, etc. managing all maintenance of equipment Directorate. Render general, S&T claims, photocopying, bonding, etc). Handling of Petty Cash and ensure that cash are banked regularly. Ensure that telephone accounts are deducted every month. Maintain registers for orders, payments, and requisitions. Handle financial queries Recording, faxing, copying, and filing of documentation. Provide secretariat or logistical support if needed. Draft submissions when required. Facilitating cashier related duties including receiving and issuing of receipts for monthly rent, telephone bills and others. Distributing pay slips monthly to the officials.

**ENQUIRIES:** Mr. J Mashime, Tel No. 053 664 9400

APPLICATIONS: Central Operation (Vanderkloof Dam) Please email your application quoting the relevant reference number on the subject line to [adc2vk@Dws.Gov.Za](mailto:adc2vk@Dws.Gov.Za) For Attention: Ms Maloka N