

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 Sanitations 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 for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. 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: FINANCIAL ACCOUNTING REF NO 230421/23

BRANCH: CHIEF OPERATIONS OFFICE: FREE STATE DIV: FINANCIAL ACCOUNTING

CENTRE: BLOEMFONTEIN

SALARY: R173 703 PER ANNUM (LEVEL 5)

REQUIREMENTS: A Senior/Grade 12 certificate or equivalent with Accounting as a passed subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS,SAP). Knowledge management skills. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.

DUTIES: Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on SAP. Request reports on Persal and SAP. Be responsible for cashier functions. Safekeeping of cash and face value documents. Replenish Petty Cash when required. Be responsible for payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

ENQUIRIES: Ms B. Keele, Tel No: 051 405 9000

APPLICATIONS: Free State (Bloemfontein): Please email your applications quoting the relevant reference number to FSRecruitment@dws.gov.za For attention: Ms. L Wymers