

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 27 August 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 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.

POST: FINANCE CLERK PRODUCTION: REF NO:270821/16
BRANCH: NWRI SOUTHERN OPERATIONS
SALARY: R 173 703 PER ANNUM (LEVEL 5)
CENTRE: PORT ELIZABETH

REQUIREMENTS: A Senior/Grade 12 certificate with Accounting / Maths 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 by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and treasury regulations (PFMA, DoRA, PSA, PISR, PPPFA, Financial Manual). Knowledge of financial operating systems such as PERSAL, SAP etc. Accounts Payable and Payroll experience is preferred. Knowledge management, Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Must be able to work under pressure.

DUTIES: Responsible for compiling, checking and capturing transactions on PERSAL and SAP e.g. Subsistence and Travel claims, overtime, deductions and payroll. Conduct abnormal salary payments on SAP. Payroll administration and all financial transactions. Receive invoices and keep accurate register. Process Vendor payments and assist with General Ledger. Distribute pay slips including supplementary pay slips to officials. Process vendor invoices and deal with enquiries relating to SAP transactions and functions. Scan paid invoices onto SAP. Perform cashier duties when necessary. File all face value books and documents. Ensure that creditors are paid within 30 days. Perform petty cash transactions. Prepare audit samples and ensure compliance.

ENQUIRIES: MR NA KHAN TEL NO: 041 508 9725

APPLICATIONS: NWRI@PORT ELIZABETH); PLEASE EMAIL YOUR APPLICATION QUOTING THE RELEVANT REFERENCE NUMBER ON THE SUBJECT LINE TO SORECRUITMENT@DWS.GOV.ZA FOR ATTENTION: MS. B GQOKOMA