



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 18 March 2022

Note: Interested applicants must submit their applications for employment to the 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** 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. 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: FINANCE CLERK REF NO. 180322/14

BRANCH: INFRASTRUCTURE MANAGEMENT DIR: SOUTHERN OPERATIONS

CENTRE: PORT ELIZABETH / GQEBERHA

SALARY: R 176 310 PER ANNUM (LEVEL 5)

REQUIREMENTS: A Senior / Grade 12 certificate with Accounting and Mathematics as passed subjects. Basic Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer literacy skills. Good communication and interpersonal skills. Problem-solving and report writing skills.

DUTIES: Perform reconciliation of customer accounts and billing adjustments on excel spreadsheet. Liaise with customers and attend to customer queries. Monitor debtors and do follow up on outstanding balances. Printing of customer statements and invoices. Follow up and process return to sender (RTS). Filing all relevant documentation and customer correspondence. Reporting of revenue duties.

ENQUIRIES: Ms. S Mtshingila Tel No. 041 508 9734

For attention: Ms. B Gqokoma Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3rd Avenue Walmer

APPLICATIONS: Port Elizabeth / Gqeberha: Please forward your applications to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth (Gqeberha), 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer, Port Elizabeth(Gqeberha). For Attention: Ms. B Gqokoma