



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 30 September 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 website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date **in line with DPSA circular 19 of 2022**. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. 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 (**only when shortlisted**). 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 (**only when shortlisted**). 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 three (3) 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 (SUPERVISOR) REF NO: 300922/09

BRANCH: PROVINCIAL COORDINATION AND INTERNATION COORPORATION: NORTHERN CAPE DIVISION:  
FINANCIAL ACCOUNTING (WTE)

SALARY: R 261 372 per annum (Level 07)

CENTRE: Kimberley

REQUIREMENTS: A Senior / Grade 12 certificate or equivalent qualification. Three (3) to five (5) years' experience in Revenue Management or Financial Management / Accounting. Computer Literacy. Basic knowledge in Public Service Financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial manual). Knowledge of basic financial operation systems (SAP and PERSAL). Problem solving. People and Diversity management, Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification, and approval (internal control). Verify processing of invoices (e.g., capturing of payments). Supervise filing of all documents. Supervise collection of cash. Receive and allocate salary advice. Process and ensure the processing of salary advice (e.g., check advice) for correctness. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents regarding the budget. Supervise human resources / staff.

ENQUIRIES: Ms K Andrews, Tel: 053 830 8800

APPLICATIONS: Northern Cape (Kimberley): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8300 or hand deliver to 28 Central Road, Beaconsfield, Kimberley, 8301 For Attention: Ms C Du Plessis