



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 06 September 2024

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 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. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). 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. 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. Faxed applications will not be considered. 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 REF NO: 060924/16

BRANCH FINANCE ACCOUNTS PAYABLE -WTE

SALARY: R216 417 per annum (Level 5)

CENTRE: Pretoria Head Office

REQUIREMENTS: A Senior / Grade 12 certificate with Accounting/Mathematics. A National Diploma or Degree in Financial Accounting/Financial Management /Cost and Management Accounting and experience in financial management will be an added advantage. Knowledge of clerical function, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of public service financial legislations, procedures and Treasury Regulations (PFMA, GAAP, GRAP financial manual). Knowledge of basic financial operating systems (SAP system, PERSAL, BAS, LOGIS, etc). Basic understating of Reconciliations, procure to pay process and Accruals. Knowledge management, people and diversity management. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct.

DUTIES: Receive, record, monitor Invoices from suppliers on Invoice Tracking Register, Compile sources documents and capture invoices to pay Sundry and Purchase Order suppliers, including Journals on SAP System. Ensure payments are done within 30 days. Management of Sundry Vendor Master Registration on SAP System. Attend to queries from Regional and Provincial Offices.

ENQUIRIES: Mr. Willie Tsoenyane, Tel No: 060 569 2645

NOTE: Preference will be given to Coloured Females/Males, African Males/Females, Indian Females/Males, White Females/Males and Persons with disabilities are encouraged to apply.

APPLICATIONS: Pretoria (Head Office): Please email your application quoting the relevant reference number on the subject line to: [Recruit30HO@dws.gov.za](mailto:Recruit30HO@dws.gov.za) or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001. For Attention: Recruitment and Selection Unit.