



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 29 September 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's 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 on the online Z83 must be completed as these fields are regarded as compulsory. 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 qualifications (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 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: FINANCE CLERK (PRODUCTION): MANAGEMENT ACCOUNTING REF NO: 290925/05
BRANCH: INFRASTRUCTURE MANAGEMENT SOUTHERN OPERATIONS DIRECTORATE: OPERATIONS SOUTHERN

SALARY: R228 321 per annum (Level 5)

CENTRE: Gqeberha (Port Elizabeth)

REQUIREMENTS: A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.

DUTIES: Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.

Note: Preference will be given to candidates from the Nelson Mandela Bay District.

ENQUIRIES: Mr. R De Lange Tel No: 041 508 9730

APPLICATIONS: All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>