



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 30 January 2026

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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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: REVENUE MANAGEMENT EF NO: 300126/07 (X2 POSTS)

BRANCH: INFRASTRUCTURE MANAGEMENT SOUTHERN OPERATIONS DIR: OPERATIONS SOUTHERN

SALARY: R228 321 per annum (Level 5)

CENTRE: Port Elizabeth /Gqeberha

REQUIREMENTS: A Senior/ Grade 12 certificate. Understanding of Public Finance Management Act (PFMA) and Treasury Regulations (TR). Basic knowledge of financial functions. Ability to work under pressure. Computer Literacy. Good communication skills. Accountability, integrity, honesty, and ethical conduct. Some experience in finance would be an advantage. Valid driver's license. Willing to travel as and when required.

DUTIES: Execute financial and administrative activities on revenue-related functions. Perform reconciliation of customer accounts. Clearing of suspense accounts and allocating payments to correct accounts. Capture Journals and correct misallocation of payments on SAP. Perform account maintenance. Printing and distribution of customer invoices and statements. follow up with debtors on outstanding balances. Resolve customer queries. Filing all relevant documentation and customer correspondence.

ENQUIRIES: Ms. B Siyo Tel No: 041 508 9704

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

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