



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **For Centre: Durban, KZN:** Please forward your applications quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000 or hand deliver to 88 Joe Slovo Street, Southern Life Building, 9th Floor, Durban. **For attention:** Ms S Mbongwa
- CLOSING DATE** : **21 October 2016 TIME: 16H00**
- POST** : **ACCOUNTING CLERK X 4 POSTS (CMA) REF: 211016/20**
- SALARY** : R142 461 per annum, Level 05
- CENTRE** : Durban
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification.. Good communication skills. A good understanding of the PFMA and Treasury Regulations. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal relations.
- DUTIES** : Check and Capture transactions on PERSAL. Check and capture Sundry Payments, Receipts, Journals and Budget on BAS. Monitor outstanding S&T advances and Update Registers. Be responsible for Payroll administration. Distribution of Salary and supplementary pay slips to officials. Assist with accruals and commitment. Ensure that all filling is complete. Responsible of Cashier's office. Rectify Misallocations. Compilation of accruals.
- ENQUIRIES** : Ms PV Mkhize, Tel (031) 336 2700