

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 31 March 2017 @15H45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement. Please accept that your application was unsuccessful. Please take note that faxed, E-mailed and late applications will not be accepted. This post is advertised in the Public Service only. Applicants who are not employed in the Public Service will not be considered for the post. Candidates whose promotion/transfer will promote representivity will receive preference.

OTHER POST

- POST 10/41** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: SSA/MA/03/2017**
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma/Bachelor's degree in Accounting/ Financial Management or Management Accounting with 1 to 2 years' experience in Financial accounting, planning and budgeting PLUS the following key competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, PERSAL, Vulindlela); Standard Chart of Account (SCOA) and Computer literacy (MS Office) . Thinking Demand: Interpret, analysis of reports and financial data; Evaluation of budget inputs, budget adjustment; Interpret and provide advice on the PFMA, TR and budget guidelines; Proposals for budget adjustments, processes and consolidated inputs, Skills: Financial, accounting and numeric skills; Letter and reporting writing; Problem solving/ Innovation; Organisational skills, Personal Attributes: Analytical and innovative thinker; pay attention to detail; Ability to work under pressure; Adaptability to change.
- DUTIES** : Assist in compilation of departmental budget submission for MTEF, AENE, ENE and Rollover. Capture budget for all programmes on the Basic Accounting Systems. Ensure that funds are requested for monthly drawings. Provide financial/ budget information during the budget committee meetings. Assist with financial/ budget information required during audit processes. Compile monthly IYM reports on the utilization of departmental budget, spending and provide corrective measures for the Accounting Officer, Minister and National Treasury in terms of the PFMA. Oversee the compilation and distribution of the monthly budget and expenditure reports to budget holders. Assist in correcting misallocations in expenditure, including PERSAL transactions. Perform BAS System control functions. Attend to all budget enquiries and provide advice when needed.
- ENQUIRIES** : Ms ET Modise Tel no: 012 3521061