

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block B, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 04 August 2017. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver's licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 29/55** : **CHIEF ACCOUNTS CLERK: FINANCE REF NO: FIN ACC/CAC 2**
- SALARY** : R226 611 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : B Degree/ National Diploma in Finance. Minimum 2 years' experience in Finance/Accounting/Creditors reconciliation. Computer Literacy (MS Office packages).
- DUTIES** : Render creditors reconciliation services to the department. Correct and timeous payment made to eligible creditors within 30 days. Administer travel & subsistence advances and sundry payments. Facilitate the administration of travel and subsistence, foreign trips and payments thereof, claim and follow-up on departmental claims. Ensure compliance with the PFMA, financial policies, prescripts and internal policies, facilitate creditors' reconciliation and initiate accurate monthly reporting. People Management skills in terms of supervising and appraise the performance of staff, coach and mentor supervised staff, institute discipline on staff and develop and train staff.
- ENQUIRIES** : Enquiries should be directed to the recruitment office Tel no: (012) 394-5286/ 43097
- NOTE** : EE Requirements: Preference will be given African Male, Coloured Male/Females, Asian / Indian Males, and People with a disability