

**ANNEXURE F**

**DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES**

*The Department Is an Equal Opportunity Department and the Department's Intention Is to Promote Equity through the Filling of These Posts.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to the Department of Telecommunications and Postal Services, iParioli Office Park, 1166 Park Street, Hatfield, Pretoria, Block E, Ground Floor (Cnr Park and Grosvenor Street or Park and Jan Shoba Street) for attention: Ms Louisa Kgang/Ms Tania Beukes/Mr Apiwe Kuse.
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will not be considered. If applying for more than one position, all applications must be on separate application forms. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will **not** be acknowledged and correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV's submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.
- CLOSING DATE** : 19 January 2018

**OTHER POSTS**

- POST 01/67** : **ASSISTANT DIRECTOR: BOOKKEEPING**
- SALARY** : A basic salary of R334 545 per annum
- CENTRE** : Pretoria, Hatfield

- REQUIREMENTS** : A relevant three year tertiary qualification at NQF level 6, as recognized by SAQA. 3-5 years' experience in an Accounting environment of which at least 2 years should have been in the Bookkeeping environment. Skills and Competencies: Knowledge of Public Finance Management Act, Treasury Regulations, Finance policies, prescripts and practices, Accounting standards and systems in government, SCM policies and procedures, techniques and practices of PERSAL, SAFETYWEB, LOGIS and BAS utilization. Principles and practice of accounting. Good communication skills (both written and verbal), job knowledge, numerical, analytical, problem solving, financial management, team work, planning and execution.
- DUTIES** : The successful candidate will monitor and maintain sound bookkeeping and reporting on all revenues and expenditure in accordance with all relevant prescripts. To perform month-end and year-end closure functions on the financial system for reporting on income, expenditure, assets and liabilities and compliance purposes. Reconcile and report on assets and liabilities accounts in the trial balance in order to comply with the PFMA, and treasury regulations. Interact with relevant stakeholders (banks, internal customers, line managers and external customers) for internal control purposes and compliance. Provide accurate and reliable information for the compilation of financial statements and reporting purposes. Act as an assistant system controller for the BAS system to ensure that access to all BAS users is maintained. Check and authorize correction journals and ensure correct allocation and compliance with the PFMA and treasury regulations. Compile and submit accurate reports (monthly, quarterly and yearly) to the National Treasury for purposes of compliance.
- ENQUIRIES** : Ms Tania Beukes (012) 427 8184/ Ms Louisa Kgang (012) 421 7006 /Mr Apiwe Kuse (012) 421 7076