

DEPARTMENT OF COMMUNICATIONS

- APPLICATIONS** : The DG of the Department of Communications, Private Bag X 812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield , Pretoria
- FOR ATTENTION** : Mr A Khameili
- CLOSING DATE** : 16 February 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).
- OTHER POST**
- POST 05/16** : **STATE ACCOUNTANT: BUDGETS: REF NO : SA 03/018**
Directorate: Financial Management and Accounting
- SALARY** : Commencing salary: R226 611. per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A appropriate three year Degree /National Diploma in Accounting/ Finance. With 2 years proven working experience in finance in MS Excel and Word. Competencies required: Ability to work under pressure and meet deadlines. Good communication and writing skills. Good planning and organisational skills. Ability to work effectively with officials across all levels within the Department. Must also have good analytical skills. Candidates must have at least 3 years practical work experience in government budget processes. Sound knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS). Courses completed on BAS will be an added advantage.
- DUTIES** : Accurately capture the budget on the BAS. Assist in the preparation of the monthly expenditure reports and projections for the Units. Assist in compiling monthly reports (In Year Monitoring) to National Treasury. Investigate and correct expenditure misallocations by compiling journals. Confirming of correct budget allocations and availability of funds for units before procurement of goods and services. Effect virements and shifting of funds on BAS when required. Assist the budget managers during the co-ordination and preparation of inputs for the Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) as well as the Adjusted Estimates of National Expenditure (AENE) and request for roll over of funds. Preparation of budget reports and statistics for the Budget Committee, Financial Control Meeting, MANCO and EXCO. Collect and deliver budget related documentation to and from National Treasury. Ensure a sound filing system within the Budget Section. Assist the managers with other ad-hoc duties as and when required.
- ENQUIRIES** : Zodwa Jiyane, (012) 473 0447 or Frik Nieman, (012) 473 0088