

## DEPARTMENT OF COMMUNICATIONS

- APPLICATIONS** : The Director General, Department of Communications, Private Bag X 812, Pretoria, 0001 or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria
- FOR ATTENTION** : Mr A Khameli
- CLOSING DATE** : 09 March 2018 @ 16h00 ((Applications received after the closing date will not be considered).
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 08/03** : **SENIOR ACCOUNTING CLERK, GRADE III: TRAVEL AND SUBSISTENCE, PAYROLL & SALARY: REF NO: SAC/DOC/05**
- SALARY** : Salary Level 6: R 183 558.00 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Diploma in Accounting/ Finance /Cost Management Accounting/related field. 1-2 years' experience in Finance, relating to the listed duties as the minimum requirements for appointment. The candidate must have experience of salaries functions and travel and subsistence claims. Must have capturing experience on both BAS and PERSAL. Must have the ability to analyse and reconcile suspense accounts. Practical experience in managing and controlling S&T Advances and Claims (Domestic and Foreign). Knowledge of Public Finance Management Act and Treasury Regulations. Candidate must be conversant with Microsoft packages (Ms Excel, Ms Word and Outlook), and must be able to strictly apply departmental policies. The successful candidate must be pro-active, work fast, be accurate and have great attention to detail. Candidates must be able to work well under pressure. Must have good interpersonal skills, must be efficient in accountancy and be assertive when the need arises. Good communication skills, both written and verbal and must be computer literate.
- DUTIES** : Receive, check, calculate and process S & T claims and advances. Distribution of payrolls and pay slips. Capturing of Salary related deductions and allowances on PERSAL. Monthly reconciliation of Salary related suspense accounts. Capturing of Journals, Payments and Entities on BAS. Updating and issuing of IRP5 certificates. Printing of duplicate IRP5 certificates, when required to. The maintenance and monthly reconciliation of the DIRCO account and the set-up of meetings with DIRCO to ensure that the account is kept up to date. Filing of all related documents. Opening of new personnel files. Provide assistance with the request of documents, from Internal and External Auditors. Compilation and presentation of monthly statistics for the monthly Financial Control and CFO Forums. Handling of enquires in respect of Travel & Subsistence, Payroll and Salaries.
- ENQUIRIES** : Ms Kreshma Rambujan: 012 473 0162