

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana/ Peter Ndlovu
<u>CLOSING DATE</u>	:	15 June 2018
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POSTS

<u>POST 22/10</u>	:	<u>STATE ACCOUNTANT: SUBSISTENCE & TRAVEL</u>
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A National Diploma/ Bachelor's Degree in Accounting/Financial Management with a minimum of one (1) year experience in Subsistence and Travel PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, SCOA, BAS, PERSAL, Thinking Demand: Prioritisation, Logical thinking, Creativity, Problem solving and analytical thinking, Skills: Computer literacy, Good verbal and written, Communication skills, High Numerical/Financial skills, Personal Attributes: Innovative thinker, Self-driven, Customer orientated, Ability to perform well under pressure.
<u>DUTIES</u>	:	Assist with the review of/ and authorise/approve transactions captured on PERSAL and BAS. Maintain, monitor movements and perform monthly reconciliation on suspense accounts. Pass journals and compile information required for compliance certificate. Monitor the book out register. Attend to auditors (internal and external) and clients queries. Identify fruitless and wasteful expenditures, outstanding advances, maintain register and facilitate recovery. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr Cairo Matseba ☎012-406 7729
<u>POST 22/11</u>	:	<u>ACCOUNTING CLERK: SUBSISTENCE & TRAVEL</u>
<u>SALARY</u>	:	R152 862 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Grade 12 with a minimum of one (1) year experience in an administrative/clerical environment PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, Public Service Act, Travel Management, Thinking Demand: Prioritisation, Considerate, Creativity, Analytical thinking, Skills:

Computer literacy, Good verbal and written Communication skills, Numerical/Financial skills, Personal Attributes: Innovative thinker, Self-driven, Customer orientated, Ability to perform well under pressure.

DUTIES

: Check, verify and capture local and international travelling claims/advances on PERSAL and BAS. Verify the completeness of diners account documentation, allocations, reconcile statements and capture the correct transactions on BAS. Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement. Follow-up on documentation for emergency order numbers and check the completeness of documents received according to the travel agent records. Handle all correspondences with regard to claims, advances, payments receipts, etc. verbally and in writing internally/externally and provide Auditor General with requested information.

ENQUIRIES

: Ms T Moetapele ☎012-406 7838