

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

<b><u>CLOSING DATE</u></b>	:	27 July 2018
<b><u>NOTE</u></b>	:	The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

## OTHER POSTS

<b><u>POST 27/01</u></b>	:	<b><u>ASSISTANT DIRECTOR: CWP DATA CENTRE MANAGEMENT (COMMUNITY WORK PROGRAMME) REF NO: 24337/01</u></b>
<b><u>SALARY</u></b>	:	R356 289 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year Bachelor's degree or National diploma in Finance or equivalent qualification. A minimum of 3 to 5 years experience in financial administration. Generic Competencies: Client orientation and customer focus, financial administration, communication (verbal and written), computer literacy, problem solving and analysis. Technical Competencies: In-depth knowledge of: Basic knowledge of all labour legislation, Public Finance Management Act, Payroll Administration and EPWP/ CWP MIS System.
<b><u>DUTIES</u></b>	:	The incumbent will perform the following duties: Approve the new CWP participants to be added to the Management Information System (MIS) and amendments to the information of existing participants. Quality assure the pre-approved payment information submitted. Liaise with implementing agents on outstanding payment data for sites. Coordinate UIF, Compensation of Occupational Injuries and Diseases Act (COIDA) and IRP5 obligations. Perform monthly wage reconciliations, analyse variances and compile monthly reports.
<b><u>ENQUIRIES</u></b>	:	Mr L March, Tel No: 012 334 0990
<b><u>APPLICATIONS</u></b>	:	May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: <a href="mailto:cogta17@ursonline.co.za">cogta17@ursonline.co.za</a> ; or via fax: 086 415 5709.
<b><u>FOR ATTENTION</u></b>	:	URS Response Handling, Tel No: 012 811 1900.
<b><u>POST 27/02</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT (COMMUNITY WORK PROGRAMME) REF NO: 24337/02</u></b>
<b><u>SALARY</u></b>	:	R299 709 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three-year Bachelor's degree or National diploma in Accounting or Financial Management. A minimum of 2 years experience in the finance field. Generic

Competences: Quality of work, reliability, initiative, communication, interpersonal relations, team work, planning and execution. Technical Competencies: Knowledge and understanding of: the Public Finance Management Act and Treasury Regulations; and General ledger reconciliation and analysis. Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL systems as well as data capturing and management.

**DUTIES**

: The incumbent will perform the following duties: Analyse financial performance and prepare financial management reports. Prepare reconciliation of payments, accounts and other commitments. Maintain an accurate and complete filing and record management system for all payments and related financial records. Review payments/ claims to confirm calculations and compliance with legislation and policy requirements.

**ENQUIRIES**

: Mr L March, Tel No: 012 334 0990

**APPLICATIONS**

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