

DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women's socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION : Mr J Mahlangu

CLOSING DATE : 02 November 2018 @ 16h00

NOTE : Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POST

POST 42/140 : **CHIEF ACCOUNTS CLERK REF NO: DOW/010/2018**

SALARY : R242 475 (Level 07) (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A grade 12 certificate or an equivalent NQF 4 qualification. A three-year Diploma in Financial Accounting or related fields and other finance related courses will serve as an added advantage; minimum 3 years' experience in financial accounting. Knowledge and insight of the Public Service financial legislations and procedures with specific emphasis on the PFMA and Treasury Regulations; government budgeting and reporting processes and cycles; practical knowledge of the financial transversal systems e.g. PERSAL, BAS, LOGIS etc. Applicants must possess the following skills and competencies: financial administration, numeracy, computer literacy (MS Office Suite), problem solving, written and verbal communication, analytical and interpersonal relations. Attributes: ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain high level confidentiality of information and respect for copyrights/ aversion to plagiarism.

DUTIES : Manage salary administration for the Department. Capture transactions on PERSAL as well as manual payments. Coordinate the issuing of IRP5 certificates to current and former employees of the Department. Manage monthly tax reconciliation and finalise the tax year reconciliation process. Complete bi-annual and year-end IRP501 and submit to SARS. Reconcile BAS and PERSAL tax reports. Prepare monthly BAS/PERSAL reconciliation on personnel expenditure. Ensure that exceptions are cleared to enable correct allocation of personnel expenditure on BAS. Manage the Asset, Liabilities and Equity accounts. Verify and coordinate the processing of electronic banking transactions. Manage the payroll in accordance with the Treasury Regulations. Filing and safekeeping of salary administration documents.

ENQUIRIES : Ms Thoriso Siko Tel No: (012) 359 0225