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 the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 22 March 2019
NOTE : 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 POST

POST 08/09 : ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (PAYMENTS) REF NO: 25783/01

SALARY : R356 289 per annum
CENTRE : Pretoria
REQUIREMENTS : A three-year Bachelor’s Degree or a three-year National Diploma in Accounting / Financial Management or equivalent qualification. A minimum of 3 – 5 years’ experience in the finance environment. Generic Competencies: Planning and organizing, coordination, problem solving and decision making, project management, people management and empowerment, client orientation and customer focus, team leadership, diversity management, communication (verbal and written). Technical Competencies: Financial management, knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP). General ledger reconciliation and analysis. Debtor control and creditor payments.

DUTIES : The incumbent will perform the following duties: Verify and approve payments transactions in line with internal controls related to financial and supply chain management. Perform general ledger reconciliation (including bank, suspense and interdepartmental account). Manage the collection, recording and banking of the amounts due to the Department, including write-off of irrecoverable amounts. Manage the creditor’s function in the Department.

ENQUIRIES : Ms SG Sibiya Tel No: (012) 334 0701
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta35@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900