ANNEXURE M

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 15 November 2019

NOTE: Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or http://www.thedti.gov.za/careers. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dti reserves the right not to fill any advertised position(s).

OTHER POST

POST 39/63: SENIOR STATE ACCOUNTANT REF NO: ODG/CFO 005

Overview: To compile the financial statements, analyse and verify inputs received from various stakeholders.

SALARY: R316 791 per annum (Level 08) excluding benefits

CENTRE: Pretoria


DUTIES: Financial Reporting: Analyse trial balance and customise according to template requirements. Prepare reconciliation on receivables and payables. Populate trial balance information on the Financial Statements template. Ensure that all exceptions on the excel template are cleared. Update disclosure notes and annexures. Ensure that the monthly Financial Statements are submitted timeously for review. Administration: Development project plant for monthly, quarterly and annual Financial Statements (AFS). Circulate preparation guides and templates for the Financial Statements to all the role players. Arrange monthly meetings on Financial Statements with all the role players. Perform quality control on all correspondence and documentation. Review of general ledger accounts: Perform weekly review of capital expenditure on BAS against actual invoices and LOGIS. Perform weekly review of payments on BAS to ensure compliance to the SCM regulations (Irregular expenditure).

ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835/3259.

NOTE: In terms of the dti’s EE requirements, preference will be given to male candidates as well as people with disabilities.