APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.

CLOSING DATE: 06 December 2019 at 16h00. Applications received after the closing date will not be considered.

NOTE: The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 form, (unsigned Z83 forms will disqualify an application) which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with certified copies of qualifications (certified in the past 3 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Correspondence will be limited to shortlisted 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. Applicants must note that further checks will be conducted once they are recommended candidates and that their appointment is subject to positive outcomes on these checks, which include security clearance, financial, security vetting, qualification verification and criminal records. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference (as per EE Plan). It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POST

POST 42/69: ACCOUNTING CLERK REF NO: FIN/22-23/19 (X2 POSTS) (12 Month Contract)

SALARY: R173 703 per annum

CENTRE: Pretoria

REQUIREMENTS: A Grade 12 certificate or equivalent and 1-year relevant working experience in Financial Accounting. An added advantage will be given to applicants who possess a relevant qualification in Finance as recognised by SAQA on NQF level 6.

DUTIES: Render Financial Accounting transactions including receiving and recording of invoices, check invoices for correctness and process (e.g. capture on relevant system), and collection of cash. Perform Salary Administration support services including receiving salary advices and process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions, etc.). Perform Bookkeeping support services including capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals. File all documents.

ENQUIRIES: advertised posts should be directed the recruitment office Tel No: (012) 394-41440/45286/43097.