TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department’s Employment Equity Plan, Therefore Coloured male/female, Indian male/female and people with disabilities are encouraged to apply.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.

CLOSING DATE : 21 February 2020

NOTE : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 05/87 : DEPUTY DIRECTOR: INCOME AND EXPENDITURE

REF NO: DOT/HRM/2020/02

(Branch: Chief Financial Officer)
(Chef Directorate: Financial Administration and Supply Chain Management)
(Directorate: Financial Administration)
(Sub-directorate: Income and Expenditure)

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : A three-year Bachelor’s Degree/Diploma in Financial Accounting with at least seven years Financial Management experience in Government Accounting of which five years should be at Assistant Director Level. Good Knowledge and experience in Income and Expenditure Management, Working knowledge of the Basic Accounting System (BAS), Sound knowledge of the PFMA and The Treasury Regulations, Intermediate MS Excel skills, Excellent interpersonal and communication skills (verbal and written), Sound Mathematical and Accounting skills, Planning and Organizing skills, Management and Leadership skills and Decision making skills.

DUTIES : Implement departmental accounting policies, procedures and processes. Manage the issuing, recording, reconciliation, replenishment, safeguarding and accounting of petty cash. Manage the payment processing and ensure that it is correctly classified and supported by appropriate source documentation. Ensure that supplier payments are processed within 30 days. Manage receivables due to the department, including the recording, collection, banking and write-off of irrecoverable amounts. Perform general ledger reconciliations, including bank, suspense and interdepartmental accounts. Manage the BAS interface exceptions. Perform the month end and year-end accounts closure process. Provide accounting and financial information and advice. Ensure that the financial management processes and systems meet the requirements of the PFMA, Treasury Regulations and
guidelines. Institute and review internal control measures and systems that are effective and efficient. Manage staff in the sub-directorate: Income and Expenditure.

ENQUIRIES : Mr. J Nel, Tel No: (012) 309 309 3627