

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 this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Applications may be submitted electronically via email to cogta81@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION NOTE** : URS Response Handling, Tel No: (012) 811 1900
- : 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 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. 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.
- CLOSING DATE** : 06 November 2020

OTHER POST

- POST 24/04** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: 28499/01**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (An all-inclusive remuneration package)
: Pretoria
: A three-year National diploma in Accounting/Financial Management or a three-year Bachelor's degree in Accounting/Financial Management or equivalent qualification with 3 – 5 years relevant experience in the Finance field. Generic competencies: Planning and organising. 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: Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Generally Accepted Accounting Principles (GAAP). Extensive knowledge of Basic Accounting System (BAS) and the Division of Revenue Act (DoRA). General ledger reconciliation and analysis. Debtor control and creditor payments.
- DUTIES** : The successful candidate will perform the following duties: Administer and implement revenue management system. Manage and monitor accounting and bookkeeping functions. Manage departmental expenditure and payments system. Administer the Division of Revenue Act (DoRA) grants and transfers to entities. Develop, review, monitor and implement financial policies, procedures and internal controls.
- ENQUIRIES** : Ms P Sithole Tel No: (012) 334 0836