

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or you can email your application to recruitment@opsc.gov.za
- FOR ATTENTION** : Mr. M Mabuza
- CLOSING DATE** : 07 October 2022, 15h45
- NOTE** : Re-advert: those who applied previously need not to apply. Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV only with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. 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. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 36/78** : **CHIEF ACCOUNTING CLERK: SALARIES REF NO: CAC/S/09/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Public Service Commission, Head Office (Pretoria)
- REQUIREMENTS** : A 3-year National Diploma (NQF6) / Degree (NQF7) with a major in Financial Accounting. Minimum of 2 years working experience in salary administration, PERSAL and BAS systems, clearance and reconciliation of all salary related ledger accounts and debt management. Knowledge of financial prescripts applicable in the Public Service [Public Finance Management Act, Treasury Regulations and the National Treasury Issued Accounting Manual and National Treasury issued circulars (Instruction Notes, directives and guidelines). Knowledge of improving the system of internal control to ensure that both internal and external are reliable, accurate, error free, and regulatory compliant.
- DUTIES** : Ensure that all salary related transactions (payments, deductions, journals) are correctly captured on PERSAL and/ or BAS system. Clear and reconcile all

ENQUIRIES

salary related suspense accounts on BAS. Maintenance of Travel and Subsistence advance and claims. Ensure that all monthly salary deductions are properly accounted for and paid to institutions on a monthly basis. Ensure that all salary documents are properly filed for safekeeping. Handle all queries on salary related matters. Responsible for manual tax calculations on transfers and resignations. Annual tax recalculations and IRP5's adjustments. Distribute pay slips and payroll reports. Assist with salary related debt recovery.
: Mr Niel Fabricius Tel No: 012 352 1080