

## DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

*The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.*

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception desk. Applications can also be emailed to [Sheerine.More@csp.gov.za](mailto:Sheerine.More@csp.gov.za)
- CLOSING DATE** : 27 March 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary for Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

## OTHER POST

- POST 09/25** : **ACCOUNTING CLERK REF NO: CSP/12/2023 (X2 POSTS)**
- SALARY** : R181 599 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public Service. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skills. Confidentiality, time management and ability to work under pressure.
- DUTIES** : Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.
- ENQUIRIES** : Ms NM Sefiti / Mr BK Shiphamele Tel No: 012 6727 861