

**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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 16 October 2023, 15:45pm
- NOTE** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies)) and a recent comprehensive CV 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 Competency 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. 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](http://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 33/119** : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: SSA: S/08/2023**
- SALARY** : R359 517 per annum (Level 08), plus benefits
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma (NQF6)/ Bachelor's Degree (NQF7) or equivalent qualification) with a major in Taxation and Financial Accounting up to third year level. A minimum of 2-5 years working experience in the Salary and PAYE Administration, Debtors Administration, Balance Reconciliation, and financial accounting environment. Extensive knowledge and experience (2-5 years) of BAS and PERSAL systems and the Standard Chart of Accounts (SCOA) including the public service and private sector. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Must have a high level of computer literacy (Microsoft Excel and Word). Must have a high level of computer literacy (Microsoft Excel and Word). Should possess the following skills: Ability to interpret and apply financial policies; Ability to apply technical/ professional skills. Ability to accept responsibility, and produce good quality of work; Good communication skills (written and verbal). A Valid driver's license (with exception of disabled applicants).
- DUTIES** : The successful candidate will be responsible for the following: To oversee and authorise all salary related payment transactions on PERSAL and BAS Systems. Process local and foreign travel advances and claims on PERSAL. Clear all PERSAL exceptions. Reconcile and report on the state of salary related suspense accounts. Compile monthly PERSAL-BAS reconciliation. Oversee all SARS related PAYE matters and returns, including e-Filing reconciliation. Ensure that all Debtors are managed, reconciled and collected properly and make follow-ups where necessary. Ensure that payroll reports are

**ENQUIRIES**

distributed and certified correctly and timeous as regulated Control over filing and safe keeping of salary related documents. Supervise the work performance of subordinates.  
Mr DJ Fabricius Tel No: (012) 352 1080