

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Please forward your application for the above position via post to: Director General, Private Bag X22, Arcadia, Pretoria, 0183 or hand-delivery: 509 Pretorius Street, Pencardia 1 Building, 2nd Floor, Arcadia or email at DTARecruit202616@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	25 August 2026
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. 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 only when shortlisted. 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. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 28/64</u>	:	<u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: 2026/16</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate with Accounting/Mathematics as a passed subject. A Degree or National Diploma in Accounting/Business Administration or equivalent with accounting as a passed subject will serve as an added advantage. A valid drivers licence. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Capturing, reconciling and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 and ensure timeous payments to the South African Revenue Services and other third parties for statutory deductions. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts receivable, accounts, journalise, reconciliations, and prepare payments. Handling of salary claims as well as the clearance of all suspense accounts and payments enquiries and payments from other departments. Assist with month-end closure processes. Assist with provision of source documents/payment batches to Auditor-General and Internal Audit.
<u>ENQUIRIES</u>	:	Mr L Motlhabedi Tel No: (012) 065 3440