



Senior Provisioning Administration Clerk: Transaction (Payments) (CFO06/2019)

Salary R208 584 per annum per annum (Total Package R 328 960 per annum)

Centre: Pretoria

Requirements:

- A Grade 12 certificate plus a minimum of 1 year' experience within the payments section or appropriate relevant experience. Excellent understanding of Supply Chain Management;
- Sound organizing and planning skills, Good communication skills; Computer Skills/literate; advanced MS Excel, knowledge on consolidating inputs into IFS & AFS; Knowledge of compiling payment report. Ability to interpret PFMA and Treasury regulations. Applicant should be client service oriented.

Duties:

- Receiving and capturing of procurement invoices on the Logis mainframe. Compiling of payment register. Administration of invoice register. Expediting of invoices and reconciliation statements. Handling of payment enquiries .Maintain safekeeping of reconciliation sheets and statements. Compilation of payments reports, consolidating inputs for IFS and AFS. Handling of payments enquiry

Enquiries: Ms KP Bogopane, Tel: 012 399 9072

Attention: Ms JM van Schalkwyk

Closing date: 27 May 2019

NB – EXTERNAL APPLICANTS ARE ENCOURAGED TO APPLY

- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered. The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. People with Disabilities are encouraged to apply
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
- Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.
- The department reserves the right not to make an appointment.
- Relaxation of qualification requirements may be considered for non-OSD posts
- **Applications must be forwarded to: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.** No faxed, e-mailed and late applications will be considered.