

# National Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

**APPLICATIONS:** Applications, quoting the relevant reference number must be forwarded for the attention of **Mr E Masindi** to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

**CLOSING DATE:** 19 October 2015 at 16h30 (E mailed, faxed and late applications will not be considered)

**NOTE:** In order to be considered, applications must be submitted on a Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to short-listed 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 non SA citizens must attach a certified proof of permanent residence in South Africa. The Department reserves the right not to make an appointment.

**POST:** **SENIOR ACCOUNTING CLERK: FINANCIAL MANAGEMENT (NDT35/2015)**

**SALARY:** R 158 985.00 per annum (Total inclusive package of R246 242.00 /conditions apply)

**CENTRE:** Pretoria

**REQUIREMENTS:** A National Senior Certificate or/ appropriate recognised three year qualification in Financial Management or equivalent qualification with proven Financial Management experience. Good knowledge of the Public Finance Management Act; Persal/ Bas Systems; Treasury Regulation; Finance Policy. Skills required: Organising and planning; Excellent communication (verbal and written); Computer literacy; Numeracy and accuracy; Facilitation and Creativity skills.

**DUTIES:** The recommended candidate will be required to perform the following duties: Creation and recovery of Departmental debts. Clearing of suspense Accounts. Service Terminations. Collection and distribution of payroll. Administration of Departmental claims. Compile and capture BAS payments and journals.

**ENQUIRIES:** Ms A Griesel, Tel: 012 444 6244

**Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. This advert may be used to fill similar posts in the department should such become vacant within 6 months of the closing date of the advert.**

