

# ADVERTISEMENT

## 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 posts.*

- APPLICATIONS:** Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- NOTE:** In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a 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). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. 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. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.
- POST:** **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE (DT12/2022)**
- SALARY:** R261 372 per annum excluding service benefits (Level 7)
- CENTRE:** Pretoria
- REQUIREMENTS:** A SAQA recognised NQF 5 qualification in Financial Accounting/ Financial Management/ Management Accounting or any related fields. Minimum of 2 years' experience in a similar environment. Ability to manage projects independently. Knowledge and skills in financial management. Knowledge of BAS, PERSAL and LOGIS. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Ability to work under pressure.
- DUTIES** The successful candidate will be responsible for the processing of Travelling and Subsistence claims, verify accuracy of calculations and completeness of Travelling and Subsistence advances, Processing of Travelling and Subsistence advances, Processing of BAS Sundry payments, Processing of LOGIS online payments, clearing of suspense accounts, Administering of Telephone interfaces, Processing of general journals and assisting with monthly reporting and inputs to financial statements.
- EE REQUIREMENTS:** Preference will be given to Coloured Male, Asian Male and White Male candidates
- ENQUIRIES:** Mrs A Griesel. Tel (012) 444 6244
- CLOSING DATE:** 16 May 2022 at 16:30 (Late applications will not be considered)