

Post: Accounting Clerk: Budget Control (2 Posts)

Centre: Compensation Fund, Pretoria

Reference No: HR 5/1/2/3/91

Salary: Commencing: R 142 461 per annum

Enquiries Mr S Nhlapo , Tel: (012) 406 5614

Requirements: Grade 12 (NQ4). • National Diploma in budgeting / Financial Management will be an added advantage. • Three to Six Months experience in a budget environment. **Knowledge:** DoL and Compensation Fund objectives and business functions • Directorate or sub-directorate goals and performance requirements • Compensation Fund Services • Compensation Fund Value Chain and business processes • Relevant Fund policies, procedures and processes • Stakeholders and customers • Customer Service (Batho Pele Principles) • Fund Values. Required Information Technology knowledge • Technology knowledge Operating Systems. • Risk Awareness • COIDA Act, Regulations and Policies • COIDA tariffs • Technical Knowledge. **Skills:** Required Technical Proficiency • Business Writing Skills • Required Information Technology Skills • Fund Information Technology Operating Systems. • Data Capturing • Data and records management. • Telephone Skills and Etiquette.

Duties: • Attend to accounts payable and budgeting processes • Customer Relationship management • Accounting and Administrative Support • Receive invoice notification for goods received • Provide input to daily payment run • Manage efficient payment system in the Fund.

CLOSING DATE FOR APPLICATIONS: 03 October 2016 at 16:00

Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 application form should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable], not older than six months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a practical assessment for skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a pre-entry practical exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

Applications: Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia

For Attention: Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

