

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: Recruitment03@cocta.gov.za
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed on probation for a period of 12 months and will be required to sign a performance agreement. 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. 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 to make an appointment. The below post is not a senior management post. Persons with disabilities are encouraged to apply.

OTHER POST

<u>POST 29/02</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: DCOG-SSA</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma or Bachelor's Degree in Finance or equivalent qualification at NQF 6/7 as recognized by SAQA. At least 2 to 3 years' experience in Finance. Proficiency in MS Excel, MS Word, LOGIS, BAS and Safety-web. Generic Competencies: Quality of Work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication. Teamwork. Technical Competencies: Public sector financial budgeting arrangements and processes. Principles of public finance, cost accounting, fiscal policy and public administration. Public sector accounting practices and procedures. Financial analysis to support service delivery requirement. Transversal systems of Government (BAS, LOGIS and Safety web). Added advantage: Management functions (supervisor).
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Final authorizing of payments and journals on BAS and LOGIS. Clearing and reporting on suspense accounts. Administer revenue and authorizing Department's receipts. Creditors and grants transfers reconciliation.
<u>ENQUIRIES</u>	:	Ms T Ndou Tel No: (012) 334 0594