Applications are invited from suitably qualified and experienced persons for filling the following positions.

FINANCIAL OFFICER: DEBTORS MANAGEMENT

SALARY: R 242 475.00 PER ANNUM
SALARY LEVEL: 7
REFERENCE NO: Fin 02 /2019

REQUIREMENTS: A minimum of Senior Certificate coupled with 3 years’ experience in a Finance environment and debt collection or National Diploma/ Degree in accounting or Financial Management with 1-2 years’ experience in Finance environment and debt collection, Persal introduction and BAS certificate.

Competencies required: ♦ Public Finance Management Act, Treasury Regulations and Practice Notes, Knowledge of System, Ability to interpret and apply policies in particular the PFMA, understanding the departmental vision /objectives, structures, communication channels and reporting procedures, Computer Literacy, Working knowledge of accounting principle and practice, Treasury Regulations, Practice notes issued by National Government, Report writing skills, Communication (written and verbal), Problem Solving Skills, Interpersonal relations Skills, Organizing and Planning skills, Basic Persal and BAS.

Key responsibilities include:
- Identify and receive notification of all Departmental debts.
- Set up, monitor and recover all debts and debt accounts timeously.
- Analyse and submit inputs for monthly reporting, interim financial reporting and annual financial statements.
- Provide control of the Departmental debt suspense accounts.
- Conduct research on National and Provincial debt management policies and provide support to the Assistant Director.

ENQUIRIES: Mr K Bharath
TEL NO: 033 264 2588
NOTES TO CANDIDATES

1. The Department of Economic Development and 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. The candidature of persons whose appointment will promote representivity will receive preference.

2. Location: PIETERMARITZBURG (Not unless otherwise specified for the post)

3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made.

4. All applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service department which must be originally signed and dated. The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

5. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, qualification, citizenship and previous experience employment verifications).

6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Head, Department of Economic Development and Tourism, Private Bag 9152, PIETERMARITZBURG, 3200 for the attention of Ms Sindi Mazibuko

7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.

8. Interested persons may contact the above relevant person next to the posts for further information.

9. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within three months of the closing date of this advertisement, please accept that your
application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.

10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.

11. Kindly notes that this advert is only open to people residing in KwaZulu-Natal.

12. APPLICATIONS MAY ONLY BE POSTED OR HAND-DELIVERED TO GROUND FLOOR, 270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201.

13. CLOSING DATE: 05 April 2019