ADMINISTRATIVE OFFICER
(Department of Finance, Economics and Accounting: Financial Management - Contract: 3 Years)

Salary Notch: R 262 272 (SL8)
Ref: ZW4/2016

Responsibilities:
- Ensures that all departmental financial systems and procedures are in place and work according to the law.
- Ensures that all departmental financial systems and procedures are maintained and continuously improved.
- Ensures that all departmental financial systems and procedures are designed and implemented.
- Ensures that all departmental financial systems and procedures are monitored and evaluated.
- Ensures that all departmental financial systems and procedures are reviewed and updated.
- Ensures that all departmental financial systems and procedures are audited and approved.
- Ensures that all departmental financial systems and procedures are reported and disseminated.
- Ensures that all departmental financial systems and procedures are implemented and monitored.
- Ensures that all departmental financial systems and procedures are evaluated and reviewed.
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