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Department of Employment and Labour Internships 2026 Senior Accounting Clerk (Entry level Jobs)

Description

The Department of Employment and Labour in South Africa is seeking applications from unemployed youth for entry-level government positions. These roles are designed to offer career opportunities within the government sector, specifically at the grade 12 or junior level.

The Department aims to provide employment opportunities to young South Africans, enhancing their skills and offering them a platform to gain valuable work experience. Among the available positions is the role of Senior Accounting Clerk: Claims Creditors, based in Pretoria, with a salary of R255,450 per annum.

Responsibilities

The Senior Accounting Clerk will be responsible for administering the payment of approved benefit vouchers and processing maintenance court order payments. Additional duties include reconciling claims control accounts and verifying the Account Verification Services (AVS) report against service provider invoices.

Qualifications

Applicants must possess a Grade 12 certificate. While no prior work experience is required, candidates must demonstrate knowledge of Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS), Batho Pele Principles, and relevant acts such as the Unemployment Insurance Amendment Act (UIA) and Unemployment Insurance Contributions Act (UICA).

Job Benefits

This position offers a competitive annual salary and the opportunity to gain significant experience in the governmental financial sector. The role promises to develop a range of competencies, including accounting, communication, computer literacy, time management, interpersonal skills, report writing, planning and organization, analytical skills, emotional intelligence, and financial management.

How To Apply

Interested candidates must submit their applications by September 6, 2026. Applicants should ensure they meet all the specified requirements and provide relevant documentation as part of their application process. This is a valuable opportunity for young individuals seeking to embark on a career within the South African government.

Hiring organization
Department of Employment and Labour

Employment Type
Intern

Duration of employment
6 Months

Industry
Government

Job Location
Pretoria, South Africa, 0008, Pretoria, Pretoria, South Africa

Working Hours
8

Date posted
December 2, 2024

Valid through
13.02.2026