

DEPARTMENT OF HOUSING

- APPLICATIONS** : The Director-General, Department of Housing, Private Bag X644, Pretoria 0001
Physical Address, 240 Walker Street, Govan Mbeki House, Sunnyside Pretoria 0001
- FOR ATTENTION** : Abel Mositsa
- CLOSING DATE** : 05 June 2009
- NOTE** : Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. In addition to the above the applicant must be prepared to travel and work long hours. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from the HR Directorate. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please Note: Only applicants within the Department of Housing, Contracts and Casuals will be considered for this advert.

OTHER POSTS

- POST 21/21** : **ASSISTANT DIRECTOR: TRAINING & SKILLS DEVELOPMENT REFERENCE: DOH/86/2009**
Directorate: Training and Skills Development
- SALARY** : R174 243 per annum
- REQUIREMENTS** : Applicants must be in a possession of an appropriate recognised Bachelor's degree in Social Science/Human Resources Development or equivalent qualification coupled with relevant experience in the field of Capacity Development/Training and Development. Good facilitation and organising skills. Budgeting and financial management skills. Ability to work under pressure
- DUTIES** : Identify training and capacity development needs in three spheres of government; Facilitate the design and development of skills development and capacity development programmes in all three sphere of government Coordinate Capacity Development train the trainer programmes for all three spheres of government; Implement housing training programmes; Organise and facilitate training workshops for provinces and municipalities; Identify accredited training service providers and maintain a service provider database; Facilitate and coordinate provincial and municipal training workshops; Co-ordinate capacity developmental activities with key housing stakeholders Report on the evaluation of training programmes and make necessary recommendations to improve training; Liaise with other organisation institutions involved in capacity development programmes on new developments, trends pertaining to capacity development Compile monthly; quarterly plans and reports;
- ENQUIRIES** : Nomonde Rozani, (012) 421 1503
- NOTE** : It will be expected from the selected candidates to be available for the interviews if needed on a date, time and place as determined by the Department of Housing.
- POTST 21/22** : **SENIOR ACCOUNTING CLERK**
Directorate: Security Management
- SALARY** : R76 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates should be in possession of a senior certificate with Accounting as a subject, at least two years working experience and the ability to process and calculate S&T claims. Computer literate, good interpersonal skills are essential, knowledge of Bas and PERSAL will be an added advantage. Ability to work under pressure: Knowledge of the PFMA, Treasury Regulations and Working knowledge of government transversal systems including BAS, LOGIS and PERSAL (S&T) claims. Ability to communicate at all levels (written and verbal). The incumbent must also have the ability to work under pressure with good interpersonal and analytical problem solving.

DUTIES

: The successful candidate will be expected to perform the following duties attached to the post: Processing payments S&T claims and capturing of data. Creditor's reconciliation. Handling all queries relating to creditors payments Clearing suspense accounts. Assisting with the maintenance of the filing system as well as rendering financial administrative support.

ENQUIRIES

: Mr MJG Jacobs Tel: (012) 421 1321

NOTE

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