

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of person whose transfer/promotion/appointment will representivity will receive preference.

- APPLICATIONS** : URS Response Handling, P O Box 11506 Tierpoort, 0056 Physical: 240 Walker Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : URS Response Handling
- CLOSING DATE** : 22 January 2010
- NOTE** : If you apply for more than one position in the Department, please submit separate applications forms for each post. Applications must be submitted on form Z83, obtainable from any Public Services department, and must be accompanied by a detailed CV. Together with certified copies of your qualification certificates and your ID/Passport. 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 after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. 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.

OTHER POST

- POST 02/09** : **SWITCHBOARD OPERATOR/RECEPTIONIST REF: NO. DOHS/02/2010**
Directorate: Facilities Management
- SALARY** : R62 094 per annum
- REQUIREMENTS** : Applicants must be in possession of 12 certificate and related experience. Have experience of working and/ or servicing internal customers in the organization. Experience of working in Auxiliary Services environment would serve as an added advantage. Knowledge of the following computer software packages is essential: MS Word, Excel and GroupWise. The successful candidate will portray the following competencies: good communication skills, good organizing skills and good interpersonal relations. The ideal person should be hardworking, reliable and be prepared to work under pressure.
- DUTIES** : The appointee will operate the Switchboard, Attend to all incoming and outgoing trunk calls, Print monthly telephone accounts, Update internal telephone directory, Report faulty telephones lines. • Reception duties. •Responsible for the up-keep of the reception area. • Welcome visitors at the reception and forward by e-mail to relevant staff members to inform him/ her of the visitor.
- ENQUIRIES** : Mr P Motsepa Tel: (012) 421 1364