

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 & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms E Motsepe
- CLOSING DATE** : 31 March 2017
- NOTE** : 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 Human Settlements. Applicants must note that further checks will be conducted once they are short listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. 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 any Public Service department and must be accompanied by a detail CV, together with certified copies of 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 of the closing date of this advertisement, please accept that your application was unsuccessful. To further the objectivity of representivity within the Department, Females and People with Disabilities will receive preference.

OTHER POST

- POST 11/27** : **SENIOR SECRETARY RISK MANAGEMENT REF NO: DOHS/99/2017**
Three Years Contract
Chief Directorate: Internal Audit, Risk Management and Special Investigations
To further the objectivity of representivity within the Department, Females and People with Disabilities will receive preference.
- SALARY** : R142 461 per annum + 37% In lieu of Benefits, Level 05
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate or post matric qualification in secretarial or office administration. Good verbal communication; Good written communication; Good telephone etiquette; Computer Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Good planning and organisational skills; Should have interpersonal relations skills; High level of reliability; Ability to act with tact and discretion; Good grooming and presentation; Honesty and integrity.
- DUTIES** : Provide a secretariat/receptionist support service to the Director. Render clerical/administrative support services. Manage of diary of the Director. Manage the logistical and travel arrangements for the manager.
- ENQUIRIES** : Ms E Motsepe Tel no: (012) 444 9119