

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, males, females and people with disabilities are encouraged to apply

- APPLICATIONS** : 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or Private Bag X644, Pretoria, 0001
- FOR ATTENTION** : Ms N Nortman
- CLOSING DATE** : 05 May 2017
- NOTE** : All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. Applicants must be prepared to perform sessional duty in Cape Town and work long and irregular hours. 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 short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. 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 detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POSTS

- POST 16/01** : **FINANCIAL STATEMENTS SPECIALIST REF NO: DOHS/112/2017**
(3 month contract position)
Branch: DDG: CFO's Office
- SALARY CENTRE REQUIREMENTS** : R612 822 per annum (All-inclusive salary package)
: Pretoria
: Applicants must be in possession of a recognised degree in Auditing/Accounting and at least 3 years relevant experience in preparations and review of financial statements. A CIA or CA will be an added advantage. Proven extensive experience and exposure in Government and financial reporting practices, management accounting, audit processes and procedures, management reporting and writing as well as business processes. The incumbent's knowledge and experience should include: Expertise and experience in Accounting, Auditing, Financial Management and Management Accounting, Performance Management, Human Resource Management, Risk Management and Information Technology Management. Familiarity with all legislation applicable to Public Sector practices and reporting requirements (PFMA, Treasury Regulations, guidelines and directives, Financial reporting prescripts, Corporate Governance and Principles of reporting, and Service Delivery principles). Understanding of the Departmental Internal Controls. Understanding the roles and responsibilities of internal- and external audit. Knowledge of GRAP and GAAP. The incumbent's skills should include: Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to gather

- relevant Information. Ability to work within specific timeframes and under pressure, Report writing, Analytical thinking, Results Orientated, Managing Technical / Procedural Adherence, Attention to detail, Ability to communicate at all levels (written, verbal and presentation), as well as to act independently and objectively in the interest of the institution.
- DUTIES** : The duties of the incumbent will include, but not limited to: High level review of the Annual Financial Statements compiled by the Department, in respect of accuracy, completeness and reliability. Direct correspondence with and reporting to the relevant senior management in relation to the Annual Financial Statements.
- ENQUIRIES NOTE** : Mr J Sebola Tel no: (012) 444 9114
: Representivity: Females and People with Disability are encouraged to apply.
- POST 16/02** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: OPERATIONAL POLICY FRAMEWORKS REF NO: DOH/110/2017**
(3 year employment contract)
Branch: HS Delivery Frameworks
- SALARY CENTRE REQUIREMENTS** : R289 355.78 per annum (R211 194 plus 37% in lieu of benefits)
: Pretoria
: PA diploma and proven work experience as a PA (Min 2 years).Extensive experience in taking minutes, or performing secretariat functions and report writing. Ms Office suite - Advanced level skills in word for windows, Microsoft power point, intermediate level Microsoft Excel. Knowledge of office management systems and procedures. English proficiency. IT literacy. Driver's license. Skills and attributes: Business wear and professional. Dynamic. Flexible. Ability to take initiative, ability to multi task and prioritise daily work load. Tactical, accuracy and pay attention to detail. Self-motivated, calm, and maintain confidentiality. Good written, spoken communication skills and excellent interpersonal skills. Outstanding organisational and time management skills. Up to date with latest office gadgets and applications Be prepared to work 9 to work and overtime during peak times and when deadlines are close.
- DUTIES** : Diary management –liaise with manager to discuss emerging priorities, make appointments, arrange parking, ensure that meeting packs for all the managers meetings are prepared in advance for manager. Liaise with clients competently - Act as a point of contact between internal and external clients , meet and greet visitors, answer calls , screen and direct phone calls and handle enquiries. Manage correspondence - read, monitor and respond to email from the manager, deal with incoming mail and correspondence, distribute correspondence, prepare correspondence on behalf of the manager and delegating work on behalf of manager when requested. Logistics management - Organising travel, making travel arrangements, preparing travel itineraries, planning and organising meetings, book venues, planning and organising events, draft communications on behalf of the manager, Sourcing, ordering stationery and office equipment. Secretariat - Taking notes at meetings, crafting action points and writing minutes, preparing papers for meetings, taking dictation, attending meetings, typing documents. Managing and reviewing filing and office systems- filing, data management and tracking submissions, organising and maintain office systems. Office management – Package documents to enable processing of invoices and shifting of funds and preparing budgets, assist to research concepts, format report s, briefing notes consolidate weekly, monthly, etc. Office based but may travel to go to meetings and other events.
- ENQUIRIES NOTE** : Ms N Nortman Tel no: (012)444 9115
: Representivity: Male and People with Disabilities are encouraged to apply.
- POST 16/03** : **SECRETARY TO THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOH/111/2017**
(3 year employment contract)
Branch: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R195 171.57 per annum (R142 461 plus 37% in lieu of benefits)
: Pretoria
: Snr Certificate (or equivalent qualifications). Advanced typing skills, any typing qualification or training will be advantageous. Events organisation and management skills and proven experience. Knowledge of government budgeting processes. Demonstrable familiarity with the PFMA. Computer Literacy (MS Word, MS Excell, MS Project and Ms PowerPoint) and Well developed communication, inter-personal and report writing skills.

DUTIES

: Answering the telephone, making telephone calls, organising the office and general administrative duties. Receiving visitors and clients. Keeping the Director's diary. Making arrangements for journeys and accommodation. Managing correspondence. Establishing and maintaining a filing system. Ensure that documents adhere to set norms and standards. Managing the financial and administration procedures of the office. Reporting on deviations from the budget, co-control and cost analysis programmes. Ensuring that all in-came and expenditure are timeously and correctly declared. Ensure that all information needed for internal control is obtained; and the implementation of proper office management, control as well as other administrative systems.

ENQUIRIES

: Ms N Nortman Tel no: (012) 444 9115

NOTE

: Representivity: Male and People with Disabilities are encouraged to apply.