

DEPARTMENT OF HUMAN SETTLEMETS

- APPLICATIONS** : The Director-General: National Department Of Human Settlements, Private Bag X644, Pretoria, 0001 Or Hand Delivery: 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- FOR ATTENTION** : Ms N Nortman Tel: (012)444-9115
- CLOSING DATE** : 09 June 2017
- NOTE** : 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 and people with disabilities are encouraged to apply. 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 POST

- POST 21/25** : **SUPPLY CHAIN CLERK REF NO: DOH/115/2017**
(3 year employment contract)
Branch: Financial Management
- SALARY** : R 209 420.94 (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates must be in possession of Matric Certificate or a relevant Diploma; Good interpersonal and communication skills (both written and verbal; Ability to work under pressure; Computer literacy; Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS
- DUTIES** : The incumbent of the post will be responsible for the checking of invoices before paid to the suppliers. Ensure all received invoices correspond with service provider's spreadsheet. Check and ensure that all received invoices have all corresponding attachments. Ensure that all invoices are distributed equally for BAS payment and journals preparation for BAS payments and journal batches. Check duplicated invoices against received invoice spreadsheet. Check duplicated VA requisition numbers on spreadsheet. Check BAS and suspense

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payments as well as journals before they are captured. BAS and suspense payments as well as journals relating to travel, accommodation and conference expenditure. Monthly statements reconciliations of all suppliers or Travelling Agencies and suspense account. Record or filing of all relevant documents.
: Representivity: Diversity is promoted. Male and People with Disabilities candidates are encouraged to apply)