

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery at 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 18 August 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, females 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 31/16** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DOH/116/2017**
(3 year employment contract)
Branch: Chief Financial Officer
Chief Directorate: Financial Management
- SALARY** : R657 558 per annum (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a recognised three year tertiary qualification in Accounting / Financial / Administration / Auditing Management or related fields with extensive appropriate experience in Government financial, - management, - administration and -auditing. At least 3 years Management experience in a finance environment. Proven extensive experience and exposure to Governmental financial reporting practices, audit and internal control processes and procedures, management reporting, departmental objectives and business processes. 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, Management, Numeric, Computer literate, Creative, Dedicated, Approachable, Hard-working, Trustworthy, Analytical thinking, Results Orientation, 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 successful candidate will be responsible the following: Implement, monitor and review departmental internal controls. Ensure compliance with PFMA, DORA and TR. Provide Customer relationship- and contract management services. Act as Loss Control Officer.

ENQUIRIES

: Mr J Sebola Tel no: (012) 444-9114

NOTE

: Male candidates and people with disabilities are encouraged to apply