

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS**

The Department of Human Settlements in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Applicants: Post to: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206 and
- FOR ATTENTION** : Mr Z. Ntozini
- CLOSING DATE** : 08 September 2017
- NOTE** : Due to budget constraints S&T allowances will not be paid Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees and certified copies of qualifications, driver's licence (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

- POST 33/31** : **DIRECTOR: RESEARCH AND POLICY DEVELOPMENT: REF NO: ECDHS 01/08/2017**
- SALARY** : R898 743 to R1 058 691 per annum (An all-inclusive package), Level 13
- CENTRE** : Head Office
- REQUIREMENTS** : Formal Qualifications: A relevant undergraduate qualification (NQF7) in Social Sciences/Public Management/Developmental studies as recognised by SAQA with five (5) years' experience at a Middle Management/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Effective and efficient management and monitoring of organisational budget and expenditure. Broad knowledge of the Housing environment, its guiding legislation and policies will be an added advantage. Must possess a valid driver's licence and must be willing to travel. Computer literacy Proven capability to manage multi task projects. Advanced planning and organising skills.
- DUTIES** : Manage and coordinate research on the housing sector and human settlements within the province in order to provide impetus to the strategic intent of the department. Establish and maintain best research and development practice. Ensure packaging of research findings/products in a user friendly manner and

adequate dissemination of research findings. Establish and maintain relationships with research partners and stakeholders and maintain database of relevant organisations. Ensure monitoring and evaluation of utilization and application of research findings and recommendations in practice. Ensure mechanisms and consultative processes in policy formulation and review. Manage the provision of advice and policy interpretation to stakeholders and municipalities. Develop sustainable human settlements policies, guidelines as well as housing norms and standards.

ENQUIRIES : can be directed to Mr Zolani Ntozini Tel no: (043) 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 33/32 : **DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT: REF NO: ECDHS 02/08/2017**

SALARY CENTRE REQUIREMENTS : R898 743.00 to R1 058 691.00 (An all-inclusive package) Level 13
: Head Office
: Formal Qualifications: A relevant undergraduate qualification (NQF7) as recognised by SAQA with five (5) years' experience at a Middle Management/Senior Management level. Sound management of human, financial and assets within the office of the Head of Department. Knowledge of government policies and planning systems. Ability to take initiatives. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver's licence and willing to travel. Able to work under pressure and meet difficult deadlines.

DUTIES : Manage the office of the HOD. Develop and maintain systems, procedures and policy. File and information security. Manage the interface between the HOD and Senior Management staff. Quality control of incoming and outgoing memos and submissions for correctness and completeness. Initiate meetings as requested. Follow up on implementation of meeting resolutions and scheduled reports. Manage the interface between the HOD, Political Office bearers, other Departments and members of general public. Gather information on duties to be discussed with Deputy Director General. Deal with protocol issues when necessary. Provide logistical support to the Head of Department. Manage workflow control system control of return date list. Handle personal arrangements for participants/visitors. Handle external and internal enquiries.

ENQUIRIES : can be directed to Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

OTHER POSTS

POST 33/33 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION: REF NO: ECDHS 03/08/2017**

SALARY CENTRE REQUIREMENTS : R657 558 to R774 576 per annum (All-inclusive package), Level 11
: Head Office
: Formal Qualifications: A 3 year degree or diploma in Social Sciences/Public Management or equivalent NQF6 qualification with 3 years working experience in the monitoring and evaluation and/or research environment or Senior Certificate coupled with 10 years working experience in the monitoring and evaluation and/or research environment. At least an NQF 7 equivalent training/certificate or learning programme in Monitoring and Evaluation. A minimum of 2 (two) years' experience as an Assistant Director in the monitoring and evaluation and/or research environment. Knowledge of the relevant acts/prescripts and legislations. A valid driver's licence is a must.

DUTIES : Conduct Departmental Evaluations and Management of Performance Assessment Tool (MPAT). Ensure adherence to reporting timeframes, prescribed format and quality of reporting. Evaluate and analyse monthly and quarterly performance reports. Compile briefs and reports as prescribed or requested by the Accounting Officer. On site verification and monitoring of projects and generation of reports. Contribute to the review of monitoring and evaluation framework and policy. Continuously evaluate existing policy and procedures.

ENQUIRIES : can be directed to Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 33/34 : **DEPUTY DIRECTOR: LOGISTICS AND ASSETS MANAGEMENT: REF NO: ECDHS 04/08/2017**

SALARY : R657 558 to R774 576 per annum (All-inclusive package), Level 11
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A 3 year degree or diploma in Logistics/Purchasing/SCM/Financial Management or equivalent NQF6 qualification with 3 years working experience in the logistics and assets management environment or Senior Certificate with 10 years' experience in the logistics and assets management environment. Knowledge of applicable legislation and prescripts. Knowledge of policies and procedures. Knowledge of LOGIS (logistical information system). A valid driver's licence is a must.

DUTIES : Administration of the departmental logistics. Develop policies and procedures to facilitate the proper administration of the logistic service. Manage and maintain all departmental facilities and accommodation. Administer optimal utilisation of office space. Administration of the departmental fleet. Manage subsidised scheme. Oversee proper utilisation of vehicles. Develop fleet management policies. Administration of departmental stores and warehouse on Logis. Ensure effective security of the warehouse. Ensure optimum stock levels. Package and safe storage of items. Management of Human Resources and performance. Management of the performance in line with Performance Management of Development Systems (PMDS). Management and maintenance on Logis of assets. NB: preference will be given to Coloureds and persons with disabilities.

ENQUIRIES : can be directed to Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 33/35 : **SENIOR ADMINISTRATIVE OFFICER: STAKEHOLDER ENGAGEMENT: REF NO: ECDHS 05/08/2017**

SALARY : R281 418 – R331 497 per annum, Level 08
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications A 3 year degree or diploma in Public Relations Management or equivalent NQF6 qualification with 3 years' experience in the stakeholder engagement environment with solid public relations experience or Senior Certificate with 4 years working experience in the stakeholder engagement with solid public relations experience. Knowledge of government stakeholder engagement protocols and relevant government prescripts. Excellent professional verbal and written communication skills. Report writing skills and minute taking skills. Ability to work under pressure. A valid driver's licence is a must.

DUTIES : Constantly liaise with stakeholders in various engagements. Constantly organise stakeholder engagement functions. Manage and maintain Departmental Stakeholders database. Assist in stakeholder engagement co-ordinated and supported by the Department. Responsible for forum meetings engagements and compile reports on progress and feedback. Assist in IGR stakeholder sessions and compile a report on such engagements.

ENQUIRIES : can be directed to Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 33/36 : **SENIOR STATE ACCOUNTANT: SALARY CONTROL AND MANAGEMENT: REF NO ECDHS 06/08/2017**

SALARY : R281 418 – R331 497 per annum, Level 08
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A 3 year degree or diploma in finance or equivalent NQF6 qualification with 3 years working experience in the salary control and management environment or a Senior Certificate coupled with 4 years working experience in the salary control and management environment. Extensive knowledge of the Persal System, BAS and other government financial systems. Computer literacy. Good communication skills (verbal and written). Sound understanding of government

policies, financial prescripts and budget processes. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to work under pressure.

DUTIES : Render payments of conditions of services (benefits of employees). Rendering payment of provisioning and recruitment of services. Cleaning of salary related suspense accounts. Settlements of inter-departmental debts or claims. Supervise personnel. NB: Preference will be given to Coloureds and persons with disabilities.

ENQUIRIES : can be directed to Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

POST 33/37 : **PERSONAL ASSISTANT TO DIRECTOR: GRANT MANAGEMENT: REF NO ECDHS 07/08/2017**

SALARY : R226 611 to R266 943 per annum, Level 07
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A 3 year degree or diploma in Office Management/Administration/Secretarial diploma or relevant NQF6 qualification with 2 years working experience in the office administration environment. Computer literacy with strong and sound typing skill (Excel is compulsory with MS Word and Powerpoint) Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration, diary management, events and project co-ordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters at all times.

DUTIES : Managing of the diary of the Director. Responsibility for managing of all office activities. Assist in preparation of memoranda, reports, speeches, minute taking etc. Constantly assist in monitoring and directorate budget. Facilitate co-ordination of budget motivations for the section. Facilitate co-ordination of strategic plan/work plan/operation plan and other reports for the branch. Facilitate co-ordination of quarterly/half yearly/annual reports for the branch. Sit in management meetings and prepare minutes of management meetings and make follow ups to decisions taken. Receive correspondence from inside and outside the branch and guide correspondence to relevant directories. Liaise and communication with other directories/branches within the department and also with outside clientele. Responsible for timeous provision of logistics to the Director.

ENQUIRIES : can be directed to Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.