

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** : 06 October 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. 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. The short listed candidates will subjected to technical test assessment. 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 39/14** : **SENIOR ACCOUNTING CLERKS 2 POSTS REF NO: DOHS/123/2017**
(3 years employment contact)
Branch: Chief Financial Officer
Chief Directorate: Financial Management
- SALARY** : R152 862 per annum + 37% In lieu Benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate plus 1 year Financial Accounting Experience; Good interpersonal skills and communication (both written and verbal);The ability to work under pressure; Computer Literacy (Microsoft Office);The following will serve as a recommendation: knowledge of Treasury Regulations, Public Finance Management Act, Basic Accounting System (BAS), Safety Web, thorough knowledge of Financial Accounting skills.
- DUTIES** : The appointee will be responsible for: Creditors and sundry payments and related queries; Creditors Reconciliations; Checking payment register; Record Keeping; Capturing of Entities and payment; Assistant Cashier.

ENQUIRIES
NOTE

- : Ms E Motsepe Tel no: (012) 444-9119
- : Representivity: Diversity is promoted. Males and People with Disabilities candidates are encouraged to apply)