

**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** : 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
- FOR ATTENTION** : Mr Z. Ntozini
- CLOSING DATE** : 22 December 2017
- NOTE** : Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Applications must be submitted on Z83 form obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp not older than three (03) months. An identity document and qualifications including senior certificate, a valid driver's licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal drivers licence is attached). It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQA. Non South African citizens must attach proof of permanent residence in South Africa. Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. If you have not been contacted within a period of three months after the closing date you may regard your application as unsuccessful. It is our intention to promote representativity (race, gender and disability) Women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets Applications who do not comply with the above will be disqualified. Applications received after closing date will not be considered No faxed and emailed applications will be considered. To obtain more information on requirements and functions: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za)

**MANAGEMENT ECHELON**

- POST 49/132** : **CHIEF FINANCIAL OFFICER: REF NO: ECDHS 01/12/2017**  
Purpose: To give guidance regarding the management of the departmental financial purposes
- SALARY** : R1 127 334 - R1 347 879. (An all-inclusive package) Level 14
- CENTRE** : Head Office
- REQUIREMENTS** : Formal Qualifications: A relevant qualification NQF7 in the financial field or Accounting as recognised by SAQA with five (5) years' experience at Senior Management level. In depth knowledge of the Public Finance Management Act and Preferential Procurement Policy Framework Act (Act 5 of 2000) as well as other relevant prescripts within the public sector. Extensive knowledge of government budgeting processes and principles as well as a knowledge of contracts management and supply chain management. Strategic capabilities and leadership traits and project management, financial management, change management, knowledge management, service delivery innovations, people management and empowerment, client orientation, negotiation and interpersonal skills, honesty and integrity. A valid drivers' licence is a must and be prepared to travel throughout the province.

- DUTIES** : Executive the financial management function at all levels in terms of PFMA and Treasury Regulations, the interpretation thereof and rendering of technical office to the Accounting Officer or Head of Department. Ensure that the financial resources and assets of the department are utilised effectively and economically to realise the objectives of the strategic plan. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Division of Revenue Act. Assist the accounting officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the department, exercise budgetary control process and provide early warning arrangements at a strategic level. Oversee the preparation and submission of the annual statements and liaise with the auditor general. Managing the conditional grant of the department and ensure compliance with the provisions of the legislations that govern it. Conduct annual strategic planning of finance according to the Medium Term Expenditure Framework (MTEF). Oversee the preparation and submission of monthly financial reports as well as annual financial statements to external auditors. Advise the Accounting Officer on all matters that may have adverse financial implications for the department. Liaise with National Treasury, relevant boards and the office of the auditor general on financial matters. Perform general responsibilities as reflected in the Senior Management Service Handbook. Skills and Competencies: Knowledge and application of the following prescript: Public Finance Management Act (PFMA). In-depth knowledge of applicable legislation and prescripts, Government Programmes, Information Management and policies and procedures. Facilitation, report writing, research, negotiation, networking, presentation, analytical, project management, strategic planning and motivational skills. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management and programme and project management Decision making, knowledge management and change management.
- ENQUIRIES** : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

#### **OTHER POSTS**

- POST 49/133** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A: JOE GQABI REGION: REF ECHDS02/12/2017**

Purpose: To perform and manage all aspects of varied innovative and complex project activities that results in progress in technology and projects applications and provide strategic direction in the process

- SALARY CENTRE REQUIREMENTS** : R935 172 - R1 069 272. (An all-inclusive package) Level 12 OSD  
 : Joe Gqabi  
 : Formal Qualifications: A 3 year degree/advanced diploma or an equivalent NQF7 qualification in the built environment (Civil, Quantity Surveying/Architecture/Building) with minimum of 3 years of solid experience in human resource development. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP). Must possess a valid drivers' licence and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written). Computer literacy is a must. Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act (PFMA). In-depth knowledge of legislation framework that governs the Public Service, Government programmes, information management and Policies and Procedures, Facilitation, report writing, research, computer literacy, negotiation, networking, presentation skills. Interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Problem solving and analysis, financial management and programme and project management. Decision making, knowledge management and change management

- DUTIES** : Project planning, design, analysis, effectiveness and implementation. Assist developers in developing project implementation plans with realistic cash flow forecast. Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor project management efficiencies according to

organizational goal to direct or redirect project services for the attainment of organizational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Provide technical consulting services for the operation of project related matters to minimise possible project crisis. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures system and resources. Set project standards, specifications and services levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies to organisational goals to direct or redirect project services for the attainment of organisational objectives. Keep up with new technologies and procedures. Follow approved programmes or development for registration purposes.

**ENQUIRIES** : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

**POST 49/134** : **DEPUTY DIRECTOR: CORPORATE SECRETARIAT: REF NO: ECDHS 03/12/2017**  
Purpose: To provide efficient, effective and qualitative corporate secretariat support to the MEC and the Department.

**SALARY CENTRE REQUIREMENTS** : R657 558 - R774 576. Level 11 All-inclusive Package  
: Head Office  
: Formal Qualifications: A three year degree/diploma in Public Administration/Business Administration or equivalent NQF6 qualification with 3 years working experience in administration or a Senior Certificate coupled with 10 years' experience in the administration field. Exceptional analysis and interpretation of information related to projects management and financial. Ability to interact at high level maintaining sound interpersonal relations. Well-developed co-ordination skills and report writing. Understanding of compliance issues and knowledge of government prescripts and legislation. Presentation skills, knowledge and practical experience on Microsoft word programmes. Ability to work long hours. Exposure to human settlements will be an added advantage. A valid driver's licence and willingness to travel extensively. Skills and Competencies: Knowledge and application of applicable legislation and prescripts. Government Programmes, Information Management and policies and procedures. In-depth understanding of broad corporate service issues. Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management, programme and project management. Decision making, knowledge management and change management. Facilitation, report writing, research, computer literacy, negotiation, networking, presentation, analytical skills.

**DUTIES** : Provide secretariat, logistical, administrative support to various strategic decision making structures of the Department and high level committees. Compile reports, memorandum and letters regarding issues to be communications. Synchronise decisions taken at various structures of the Department and ensure that they reach the highest decision structure of the Department. Develop and maintain a database of resolutions of these structures. Supervise and provide training to sub-ordinates on various matters. Assist to oversee the budget of the sub-component. Manage the sub-component.

**ENQUIRIES** : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

**POST 49/135** : **ASSISTANT DIRECTOR: EMERGENCY HOUSING REF: NO ECDHS04/12/2017**  
Purpose: To facilitate, co-ordinate and provide administrative support to emergency housing programmes.

**SALARY CENTRE REQUIREMENTS** : R417 552 - R491 847. Level 10  
: Head Office  
: Formal Qualifications: A 3 year degree/diploma in built environment or equivalent NQF6 qualification with 3 years working experience in the Human Settlements environment/development or a Senior Certificate/N3 coupled with 5 years working experience in the emergency housing environment. Eligible to be registered with relevant bodies. Proven ability and exposure in working

with project management tools. Knowledge of the National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid driver's licence is a must. Skills and Competencies: Knowledge and application of the following prescript. Applicable legislation and prescripts. Government programmes, information management, policies and procedures. Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management and presentation skills. Interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management and presentation skills. Interpersonal relations, loyalty, fairness, responsive and commitment.

**DUTIES** : Monitor the utilization of emergency housing system including capturing and uploading of relevant documents. Manage the allocation of emergency housing projects to the contractors. Facilitate, monitor and guide the implementation of emergency housing projects in line with the emergency housing policy. Monitor performance of contractors through service level agreements. Ensure management of both formal and informal emergency housing requests. Co-ordinate and conduct damage assessments for various emergency/disaster situations in the province. Manage/conduct inspections and certification of construction works in various project sites. Ensure compilation of relevant projects documentation for new and existing projects. Ensure signing of hand over certificates by project beneficiaries. Conduct technical site meetings and liaise with relevant stakeholders. Monitor expenditure and ensure processing and payment of invoices from contractors. Facilitate the resolution of disputes emanating from projects. Ensure compilation of reports for permanent solution. Ensure compliance and reporting of contractors of EPWP. Participate in Disaster Management reporting forums.

**ENQUIRIES** : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

**POST 49/136** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION: REF NO: ECDHS 05/12/2017**

Purpose: To support the development, implementation and maintenance of a comprehensive Monitoring and Evaluation system that ensures Organisational performance and accountability.

**SALARY CENTRE** : R334 545 - R404 121. Level 9  
: Head Office

**REQUIREMENTS** : 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 a Senior Certificate coupled with 5 years working experience in the monitoring and evaluation and/or research environment. At least an NQF7 equivalent training/certificate or learning programme in Monitoring and Evaluation. Knowledge of the relevant acts/prescripts and legislations. A valid drivers' licence is a must. Skills and Competencies: Knowledge and application of the applicable legislation and prescripts. Government programmes, information management, policies and procedures. Facilitation, research, report writing, networking, interpersonal relations, computer literacy, presentation, interpersonal relations, loyalty, fairness, integrity, responsive, courteousness, responsibility and commitment.

**DUTIES** : Co-ordination of quarterly compliance report and M & E Policy Framework. Assist in the number of Departmental Evaluations conducted (MPAT). Contribute to the Programme Performance audit and systems description. Assist in capacity building for departmental officials. Conduct project level monitoring to assess project performance. Ensure sound employment relations.

**ENQUIRIES** : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743

**POST 49/137** : **STATE ACCOUNTANT: SALARY CONTROL AND MANAGEMENT REF NO ECDHS 06/12/2017**

Purpose: To render salary control and management services

**SALARY CENTRE** : R226 611 - R266 943. Level 7  
: Head Office

<b><u>REQUIREMENTS</u></b>	:	Formal Qualifications: A 3 year degree or diploma in Finance, Accounting or Auditing Management or NQF6 equivalent qualification with 2 years working experience in the financial environment or a Senior Certificate coupled with 3 years working experience in the financial environment. Good understanding of Accounting Principles. Knowledge of PFMA, Treasury Regulations, Provincial Treasury Instructions and other relevant prescripts. Good communication skills (verbal and written). Computer literacy. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and procedures, government policies and planning systems, government programme of action, Public Service Regularity Framework, Presidency policies and procedures, report writing, negotiation, communication, computer literacy, conflict management, presentation, working in a team, responsibility and commitment.
<b><u>DUTIES</u></b>	:	Control payment of provisioning and recruitment services. Control salary related suspense accounts. Settlements of inter-departmental claims. Control payments of conditions of service benefits (i.e. Fuel claims and leave gratuities)
<b><u>ENQUIRIES</u></b>	:	Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743
<b><u>POST 49/138</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK: HOUSING SUBSIDY SYSTEMS: REF NO: ECDHS07/12/2017</u></b> Purpose: To manage and administer housing subsidy systems (HSS)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R152 862 - R180 063. Level 5 Head Office
<b><u>REQUIREMENTS</u></b>	:	Formal Qualifications: A 3 year degree/diploma or equivalent NQF6 qualification with 1 years working experience in housing subsidy systems or a Senior Certificate coupled with 2 years working experience in housing subsidy systems. Knowledge and ability of working on the housing subsidy system (HSS). Knowledge and ability of working on the housing subsidy claims management module. Computer literacy with knowledge of Excel. Sound knowledge of general office administration and relevant legislations like PFMA, DORA and Housing Policy. Good communication skills (verbal and written). Skills and Competencies: Knowledge and application of HSS policies and procedures, government programme of action, Public Service Regularity Framework, Presidency policies and procedures, information management. Performance management. Good interpersonal relations, communication, computer literacy, personal effectiveness, working in a team. Organised, pay attention to details, be able to hand confidential matters, ability to work under pressure.
<b><u>DUTIES</u></b>	:	Processing of claims on Housing Subsidy System. Capturing of non-financial data and reconcile with Project Implementation Plans. Filing of source documents or data and reconcile with Project Implementation Plans. Filing of source documents or data captured on HSS e.g. contracts, addendums/sessions. Edit approved beneficiaries on HSS when required and receive subsidy applications that need to be filled. Attend queries related project claims from various stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Cimela 043 – 711 9774, Mr M. Kana 043 711 9743