

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**APPLICATIONS** : Please apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
**CLOSING DATE** : 04 May 2018, 12H00 No late applications will be considered.  
**NOTE** : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s).

**OTHER POSTS**

**POST 15/48** : **CONSTRUCTION PROJECT MANAGERS X 2: CLUSTER 1 & 2 (REF NO: REFS/002829)**

**SALARY** : R637 875 – R977 883 per annum - all-inclusive package (Salary will depend on the experience of the successful candidate.

**CENTRE** : Tshwane Region  
**REQUIREMENTS** : A Matric plus an NQF level 6/BTech in Building Environment discipline plus minimum of 4 years certified managerial experience. Valid driver's license, Compulsory registration with SACPCMP as a professional Construction Project Manager, Knowledge of PFMA, Construction and Building Management, Implementation of Housing Project technical procedures/methods. Building legislation and policies. Project implementation processes, Computer Literacy. Competencies: Programme and Project Management, Project principles and methodologies. Research and development. Computer-aided engineering applications, Technical report-writing, Technical consulting. Professional judgement, Decision making, Team leadership, Project solving and analysis. Planning and organising skills, Training skills and communication skills.

**DUTIES** : Facilitate, coordinate and monitor the implementation of Housing and Essential Services Delivery Programmes in the Tshwane Region. Oversee Project Management processes applied by Management, PRT'S and municipalities to ensure delivery of quality housing products and services within the approved budget. Oversee general Project Management and implementation and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project and monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness. National, Provincial and departmental policies and other relevant legislation.

**ENQUIRIES** : Ms Zodwa File - (012) 303 – 3302

**POST 15/49** : **ASSISTANT DIRECTOR: FINANCIAL STATEMENTS (REF NO: REFS/002827)**

**SALARY** : R334 545 per annum

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a (3) three year degree/diploma NQF Level 6 in Accounting/Financial Management. In depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, debt management, petty cash management, Basic Accounting System (BAS) and SAP. Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense and control

accounts. Knowledge of management and reconciliation of travel and subsistence accounts, advances and claims, creditor payments and design and implementation of internal controls. Computer literacy, supervisory skills, good planning and organisational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

**DUTIES**

: Provide an accounting service to the department, including, inter alia performing bookkeeping and accounting control functions (banking, miscellaneous payments and clearance control). Ensure the compilation of interim and annual financial statements. Ensuring and maintaining measures for the safekeeping of state money and goods. Financial training of all relevant personnel. Managing all accounting actions, especially month and year end closing procedures, all interfacing subsystems and related accounting procedures, e.g. Bank and PERSAL Interface, Ensuring the effective management of the financial system. Ensuring payments are made promptly. Management and control the processing of salary and travel and subsistence claims. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Liaise with the Auditor-General on the audit of the Department and respond to audit queries for the Department, and Management of staff. Requesting of BAS and SAP reports when required. Manage the process of financial accounting to ensure compliance with all financial prescripts, e.g. PFMA, Treasury regulations.

**ENQUIRIES**

: Ms Pinky Ngobeni - (011) 355 – 4080