

**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** : 02 November 2018
- NOTE** : Applications must be submitted on a signed Z83 form obtainable from any Public Service department or at 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 by a Commissioner of Oaths/South African Police Services not older than three (03) months. An identity document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal driving 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. Applications who do not comply with the above will be disqualified. 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. 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). Visit www.ecdhs.gov.za or www.dpsa.gov.za. No faxed and emailed applications will be considered. NB: women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets.

MANAGEMENT ECHELON

- POST 42/142** : **DIRECTOR: SOCIAL AND RENTAL HOUSING PROGRAMME REF NO: DHS 01/10/2018**
Purpose: To facilitate, co-ordinate the implementation of the social and rental housing.
- SALARY** : R1 005 063 - R1 183 932 (Level 13) (All-inclusive package)
- CENTRE** : Head Office
- REQUIREMENTS** : Formal Qualifications: An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at a Middle/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. 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. Effective and efficient management and monitoring of organisational budget and expenditure. Good understanding of the social and rental housing programme, Must possess a valid driving licence. Computer literate. Able to work under

pressure and difficult deadlines. Skills and Competencies: Knowledge and understanding of the Public Finance Management Act, applicable legislation and prescripts as well as government programmes. Excellent strategic, capability and leadership skills, budgeting and financial management, service delivery innovation, problem solving and analysis and people management and empowerment. Good interpersonal relations, loyalty, fairness, integrity, responsive and courteous values.

DUTIES : Facilitate, co-ordinate the implementation and promotion of Social Housing, FLISP and CRU Programmes. Manage general supervision of the entire programme. Co-ordinate the integration of communities. Liaise with municipalities to identify areas for development that satisfy the needs in terms of location, sanitation, transport, water and electricity. Facilitate partnerships and emerging contractors. Manage the administering of motivational subsidies. Facilitate compilation of contracts and the management thereof with stakeholders. Develop partnerships with municipalities housing for ownership. Promote corporative involvement of communities in the programme. Facilitate and co-ordinate the implementation of the Rental Housing programme. Identify restructuring zones (Geographic areas within the jurisdiction of municipalities with a potential of integrating communities economically, spatially and socially). Align National, Provincial and Local Government strategic policies into projects and manage project plans and budget. Facilitate actual submission of applications and allocation of houses. Research challenges and develop policy to address them. Manage the allocated resources of the directorate. Develop functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : Mrs W. Hartzenberg at 043 711 9685

POST 42/143 : **DIRECTOR: DESTITUTE AND VULNERABLE GROUPS REF NO: DHS 02/10/2018**

Purpose: To facilitate housing opportunities for the destitute and vulnerable groups.

SALARY : R1 005 063 - R1 183 932 (Level 13) (All-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Formal Qualifications: An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at a Middle/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. 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. Effective and efficient management and monitoring of organisational budget and expenditure. Good understanding of the destitute and vulnerable groups programme. Must possess a valid driving licence. Computer literate. Able to work under pressure and difficult deadlines. Skills and Competencies: Knowledge and understanding of the Public Finance Management Act, applicable legislation and prescripts as well as government programmes. Excellent strategic, capability and leadership skills, budgeting and financial management, service delivery innovation, problem solving and analysis and people management and empowerment. Good interpersonal relations, loyalty, fairness, integrity, responsive and courteous values

DUTIES : Facilitation of houses in respect of woman, youth, disabled and other vulnerable groups. Facilitation of housing in respect of destitute. Planning and reporting of quotas/statistics in respect of vulnerable groups in housing delivery. Facilitate implementation of diversity management programmes. Manage the allocated resources of the directorate. Facilitate the development and implementation of departmental special programmes strategy. Facilitation of integration to policies, strategies, services implementation programme issues relating to gender, youth and disability. Facilitate the investigation of housing backlogs for the destitute and vulnerable groups. Facilitate the creation of housing needs database for destitute and vulnerable groups. Facilitate the process and prioritisation the allocation of housing for the destitute and vulnerable groups based on merits of each case. Monitor the evaluation of progress of construction of houses for the destitute and

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| | | vulnerable groups. Manage the handover of houses to the destitute and vulnerable groups. |
| <u>ENQUIRIES</u> | : | Mrs W. Hartzenberg at 043 711 9685 |
| <u>POST 42/144</u> | : | <u>DIRECTOR: SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: DHS 03/10/2018</u> |
| | | Purpose: To provide executive support to the HOD |
| <u>SALARY</u> | : | R1 005 063 - R1 183 932 (Level 13) (All-inclusive package) |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | Formal Qualifications: A relevant undergraduate qualification (NQF 7) as recognised by SAQA with five (5) years' experience at a Middle Management/Senior Management level. Knowledge 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 difficult deadlines. Skills and Competencies: Knowledge of strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and policies and procedures. Interpersonal relations, loyalty, fairness, integrity, responsive, courteous and responsibility. |
| <u>DUTIES</u> | : | 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 issues to be discussed with Deputy Director General. Maintain PSA and PFMA delegation register. 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 enquiries. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff. |
| <u>ENQUIRIES</u> | : | Mrs W. Hartzenberg at 043 711 9685 |
| <u>POST 42/145</u> | : | <u>DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING REF NO: DHS 04/10/2018</u> |
| | | Purpose: To manage, review and develop integrated human settlements plans. |
| <u>SALARY</u> | : | R1 005 063 - R1 183 932 (Level 13) (All-inclusive package) |
| <u>CENTRE</u> | : | Head Office |
| <u>REQUIREMENTS</u> | : | Formal Qualifications: A relevant undergraduate qualification (NQF 7) as recognised by SAQA with five (5) years' experience at a Middle Management/Senior Management level. 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 difficult deadlines. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Strategic capability and leadership, programme and project management, budgeting and financial management, change management, knowledge management, service delivery innovation, problem solving and analysis and people management and empowerment. |
| <u>DUTIES</u> | : | Facilitate the development and review of Provincial Human Settlements Development Plans. Facilitate the development of Housing Sector Plans for the Province. Evaluate and review Housing Chapters of Integrated Development Plans |

(IDP's). Manage processes of conducting project feasibility studies. Facilitate and manage project planning processes. Manage performance of the Directorate and ensure compliance with the Performance Management and Development System. Manage budgetary allocation to the Directorate and ensure compliance with the PFMA and other relevant prescripts. Provide overall management support to the Component.

ENQUIRIES : Mrs W. Hartzenberg at 043 711 9685

OTHER POSTS

POST 42/146 : **CHIEF ENGINEER GRADE A REF NO: DHS05/10/2018**
Purpose: To co-ordinate, facilitate and monitor quality in human settlements delivery in all engineering projects, ensure adherence to National, Provincial and NHBRC norms and standards.

SALARY : R991 281 - R1 133 427 per annum Level 12 OSD
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A three year degree in Engineering (B Engineering/BSC (Engineering)/ NQF level 7 relevant qualification with 6 years working experience as a registered professional engineer. Must have a valid registration with Engineering Council of South Africa (ECSA) as a professional. Ability and exposure in working with project management. Good verbal and written communication skills. Ability to work independently. Must have a valid driving licence. Skills and competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, research, report writing, negotiation, networking, facilitation, computer literacy and presentation skills.

DUTIES : Plan, evaluate, verify and recommend the human settlements development project proposal from various districts. Provide assistance in planning, evaluation, verification and recommendations of human settlements development project proposals from various districts. Provide assistance in application of project close out report. Ensure construction of good quality structures and continuous improvement. Check and verify the methodology used as per the national norms and standards. Inspect the work sites and develop applicable reports. Ensure that innovative building technologies conform to national norms and standards. Check conformity against National, Provincial, Municipal and NHBRC norms and standards. Design new systems to resolve practical engineering challenges, efficiency and enhance safety. Format checklist and standardised project submissions.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 42/147 : **CONSTRUCTION PROJECT MANAGERS GRADE A REF NO: DHS 06/10/2018**
Purpose: To manage and oversee all aspects of the projects in support of management of capital and technical projects.

SALARY : R679 338 - R728 400 (OSD)
CENTRE : Joe Gqabi Region
REQUIREMENTS : Formal Qualifications: A three year degree/diploma/ NQF level 6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years' work experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must have a valid registration certificate with South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years' working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers' licence is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. Skills and Competencies: Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations.

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Visit sites for quality checks.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 42/148 : **ASSISTANT DIRECTOR: SOCIAL HOUSING REF NO: DHS 07/10/2018**
Purpose: Implementation of social housing programme

SALARY CENTRE REQUIREMENTS : R444 693 - R523 818 (Level 10)
: Chris Hani
: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Law, Public Administration/Social Science with five years' working experience in the relevant field or Senior Certificate coupled with eight years working experience in the relevant field. 2 years at supervisory level. Knowledge and experience of the FLISP (Finance Linked Individual Subsidy Program). Experience in working with various stakeholders. Good communication skills, presentation skills and conflict management skills. Computer literacy. A valid Code 08 drivers licence is a must. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems. Government programme of action, public service regularity framework, information management and performance management. Good research, reporting writing, negotiation and interpersonal relations skills.

DUTIES : Manage the implementation of social housing projects. Prepare and process funding application submissions for social housing projects. Facilitate signing of Project funding agreements. Facilitate stakeholder participation in social housing programme. Facilitate awareness raising sessions on social housing policy and regulations. Facilitate resolution of challenges that may erupt during implementation of social housing projects. Compile and submit reports. Manage the implementation of community residential units (CRU). Prepare and process funding application submissions for community residential unit's projects. Manage the implementation of Finance Linked Individual Subsidy Program (FLISP). Prepare and process funding application submissions for unblocking of the blocked projects. Facilitate stakeholder participation in unblocking of the blocked projects. Provide support in efficient management of the unit. Signing of work plan agreement. Performance reviews conducted.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 42/149 : **CONTROL WORKS INSPECTOR REF NO: ECDHS08/10/2018**
Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards

SALARY CENTRE REQUIREMENTS : R444 693 - R523 818 (Level 10)
: Chris Hani Region
: Formal Qualification: A three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid drivers' licence is compulsory. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 42/150 : **ASSISTANT DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT (INFORMAL SETTLEMENTS UPGRADING) REF NO: DHS 09/10/2018**
Purpose: To facilitate, promote, coordinate human settlements development

SALARY CENTRE REQUIREMENTS : R444 693 - R523 818 (Level 10)
: Head Office
: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification with five (5) years of working experience in the human settlements development or a Senior Certificate with eight (8) years working experience in the human settlements development. Ability to work under pressure for extended periods of time. Good report writing, presentation and project management. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Must have a valid driving licence. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, report writing, negotiation, networking, interpersonal relations and computer literacy.

DUTIES : Facilitate and co-ordinate housing development activities for upgrading and eradication of informal settlements. Interact with BNG pilot projects and participate in site visits. Render support in facilitating technical task team and project steering committee meetings. Facilitate and promote collaboration of BNG projects with both internal and external stakeholders. Co—ordinate funding allocations for social and economic amenities, MIG and bonded housing projects. Strengthen and support capacity of municipalities in housing development projects. Facilitate project initiation and implementation strategies.

ENQUIRIES : Mr M. Cimela at 043 711 9774

POST 42/151 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER BID ADMINISTRATION REF NO: ECDHS10/10/2018**
Purpose: To provide bid administrative and secretarial services

SALARY CENTRE REQUIREMENTS : R299 709 - R353 043 (Level 08)
: Head Office
: Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Logistics/Purchasing Management/Public Administration with three years working experience in the relevant field or Senior Certificate with seven years working experience in the relevant field. Knowledge and understanding of the bid administration and procurement procedures. Good communication skills (verbal and written). Computer literate. Ability to work in a team. Ability to meet deadlines. Skills and Competencies: Knowledge of procurement procedures and

- bid administration. Good communication, supervisory, personal effectiveness skills. Client orientated and customer focussed.
- DUTIES** : Perform secretarial function in the Bid Evaluation Committee. Prepare all bid documentation for the committee. Ensure that the venue is secured for the committee. Take minutes in the evaluation committee. Compile bid documentation. Obtain the masterlist and shortlist of the bid document. Check if terms of reference are attached. Verify if the bid was submitted before closing date Ensure that all bid forms received are registered at the closing of bid. Compile recommendation on Bid Evaluation Committee. Provide reasons on elimination and shortlisting of Service Providers. Write letters of acceptance to the Service Provider who won the bid.
- ENQUIRIES** : Mr M. Cimela at 043 711 9774

OFFICE OF THE PREMIER

- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1043, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION** : Mnikelo Mbangi
- CLOSING DATE** : 02 November 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 42/152** : **CHIEF DIRECTOR: PROVINCIAL LEGAL SERVICES REF NO: OTP 01/10/2018**
- SALARY** : R1 189 338 - R1 422 012 per annum (Level 14)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : An LLB degree; at least 10 years appropriate post qualification litigation/advisory experience; Admission as an advocate or attorney; A minimum of 5 years' experience as a senior manager (SMS level) in a provincial or national government department. Code. B Driver's license. Experience in constitutional law and administrative law will be advantageous. competencies/skills: Legal research and drafting skills; Litigation skills; management skills, including people management and empowerment; programme/ project management, policy formulation, financial management skills; presentation skills; leadership skills; dispute resolution; ability to work under pressure; mentoring skills; communication skills; computer literacy; valid driver's license. Ability to provide operational and strategic direction and leadership; excellent interpersonal & communication skills (written & verbal); problem solving and analysis and knowledge management and innovation skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able

DUTIES

to work under stressful situations and have the ability to maintain high levels of confidentiality.

: Reporting to the Deputy Director General: Institutional Development Support and Integrity Management, the successful incumbent will be responsible to: Provide expert legal support services to the Premier and EXCO; Facilitate compliance to the constitutional and legislation requirements. Provide constitutional support to the Premier and Members of the Executive Council Facilitate compliance with PAJA and PAIA. Facilitate training in departments on above legislation. Provide legislative drafting and support services to the Premier and Provincial departments. Scrutinize and certify draft bills of all provincial departments with regard to their constitutionality and drafting form and style; Check bills scrutinised by the State Law Advisers before their certification and implement quality control measures; Draft legal opinions for all provincial government departments; provide legal advice on legislation. Provide litigation services and Labour Law support to the provincial departments including building legal capacity within the provincial administration. Manage litigation for and against provincial government department; provide guidance and advice to state law advisers; build legal capacity within all Provincial departments. Manage contractual legal compliance. Draft contracts and agreements and facilitate adherence to good corporate governance and compliance with legal framework. Manage the Office of the Chief State Law Advisor and ensure effective management of the Provincial Legal Services Unit including planning and budgeting, performance management, reporting, risk management and implementation of finance and supply-chain management protocols and prescripts.

ENQUIRIES

: can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424