

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : National Department of Human Settlements, 260 Justice Mahomed Street, Sunnyside, 0001 or Private Bag X644, Pretoria, 0001
- FOR ATTENTION** : Noelien Nortman
- CLOSING DATE** : 23 November 2018
- NOTE** : 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. 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. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. 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. Please note that this is a re-advertisement, candidates who previously applied need not re-apply.

OTHER POST

- POST 45/18** : **SUPPLY CHAIN CLERK REF NO: DOHS/44/2018**
3 Year Contract
- SALARY** : R163 563 per annum plus 37 % in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates must be in possession of Matric Certificate or a relevant Diploma; Good interpersonal and communication skills (both written and verbal); Ability to work under pressure; Computer literacy; Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS.
- DUTIES** : The incumbent of the post will be responsible for capturing of payments on LOGIS, Processing of BAS Payments for cellular phone and 3G card invoices, drafting of letter for new cellular phone and 3G card applicants and for roaming facilities, store stock take, handling queries from internal and external clients; Preparation of invoices; Update electronic and manual invoice/ payment register; and Capture progress of payments on the system.
- ENQUIRIES** : Noelien Nortman Tel No: (012) 444-9115
- NOTE** : Male candidates and people with disabilities are encouraged to apply