

## 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** : Applications can be forwarded to Jobs@dhs.gov.za (Please apply with the correct post name as well as reference number in the subject line)
- CLOSING DATE** : 30 October 2020 at 16h00. No Late Applications Will Be Considered.
- 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 within 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 process.

## OTHER POSTS

- POST 24/54** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SECURITY AND RISK MANAGEMENT REF NO: DOHS/29/2020**  
Branch: Corporate Services  
Chief Directorate: IMS & IT Systems  
Directorate: Information Technology Infrastructure
- SALARY** : R733 257 per annum (Level 11) all-inclusive salary package.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The successful candidate will be expected to ensure alignment of all information security activities against the Strategic goals and objectives of department. Candidates must be in possession of Matric/ Gr 12 or equivalent Undergraduate qualification (NQF 6/7 as recognized by SAQA in Information Technology/ Computer Sciences/ Information Systems or Equivalent qualification or SSCP/ CISSP. 3 – 5 years' experience at entry level (Assistant Director level). Extensive experience in WAN, LAN and applications environment. Knowledge of ISO27001:2005 framework, government legislations, International Security Standards/ Policies/ Best Practices and Governance Frameworks. Experience in Novell, Linux and the Microsoft environment will be an additional benefit. Excellent Communication skills (both written and verbal). Good planning, organizational skills and be a Team Player. Good Project Management Skills and Excellent Customer Relations skills and excellent conduct.
- DUTIES** : Manage and develop IT infrastructure Security Frameworks. Develop and implement Information Security Strategies and policies. Develop and

implement Information Security Awareness programmes. Perform Information Technology Risk Management, Audit and regulatory compliance. Document information security standards and procedures. Maintain access to securable network resources, including but not limited to Internet, Remote Access, Firewalls, Domain Controllers, Application Servers and File Servers.

**ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9138  
**NOTE** : Male candidates and people with disabilities are encouraged to apply.

**POST 24/55** : **DEPUTY DIRECTOR: FINANCIAL PERFORMANCE ANALYSIS REF NO: DOHS/08/2020**  
Branch: Chief Operations Officer  
Chief Directorate: Regulatory Compliance  
Directorate: Entities Oversight

**SALARY** : R733 257 per annum (Level 11) all-inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of Matric/Grade 12 coupled with an appropriate recognised Undergraduate Diploma/Degree (NQF level 6/7 as recognized by SAQA) in Finance/Financial Management/ Management Accounting and or Public Finance. The applicant must have minimum of 3-5 years' relevant working experience at an Assistant Director level. The applicant must have a working knowledge of analytical and financial management tools to monitor and analysis the financial sustainability of an organization. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and related legislations, understanding of budgeting processes. In addition, applicant must be computer literate, resource management skills, possess good communication and report writing skills. Be able to work under pressure, be a team player, have driver's license and be willing to travel.

**DUTIES** : The successful candidate will be responsible for: Ensuring that Entities budgeting process is aligned to planning and performance outcomes. Assessment of financial performance of Human Settlements Entities and their compliance with the PFMA and the Treasury Regulations. Provide inputs to the approval of annual budgets of the Human Settlements Entities and the submission of the budget information in terms of the Medium Term Expenditure Framework (MTEF) and the Estimates of National Expenditure (ENE). Ensure PFMA compliance on Entities financial applications and processes. Participate in the review and reform of Human Settlements Entities. Manage the administration of the Sub-directorate.

**ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 24/56** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DOHS/17/2020**  
Branch: Chief Financial Officer  
Chief Directorate: Financial Management  
Directorate: Financial Administration and Internal Control

**SALARY** : R733 257 per annum (Level 11) all-inclusive salary package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of Matric/Grade 12 coupled with an appropriate recognized Undergraduate Diploma/Degree (NQF level 6/7 as recognized by SAQA) in Financial Accounting or any other relevant qualification. The applicant must have a minimum of 3-5 years' relevant working experience at an Assistant Director Level/equivalent or Deputy Director. The applicant must have served articles of clerkship under qualified auditors. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, related guidelines and Instruction notes. In addition, the applicant must be computer literate, with a knowledge/understanding of government transversal financial systems. Understanding of the government planning system. Possess good

<b><u>DUTIES</u></b>	:	communication and report writing skills. Be able to work under pressure, be a team player with good management skills.
	:	The successful candidate will be responsible for: Monitoring and Evaluation of Internal Controls in the Department. Management of Financial records including working closely with Records Management Directorate in the planning and implementation of digitisation. Prevention and management of thefts and losses, irregular, fruitless and wasteful expenditure. Participate in the review of departmental and sector performance. Manage the administration of the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr L Manyama Tel No: (012) 444-9118
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 24/57</u></b>	:	<b><u>DEPUTY DIRECTOR: ANTI-CORRUPTION ANALYSIS AND MEASURES</u></b> <b><u>REF NO: DOHS/22/2020</u></b> Branch: Director-General Chief Directorate: Internal Audit, Risk Management and Special Investigations Directorate: Special Investigations Sub-Directorate: Anti-Corruptions Analysis and Measures
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) all-inclusive salary package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Candidates must be in possession of a Gr 12 certificate, three (3) year ungraduated degree or national diploma in Law/ Policing/Forensic Investigations/ Auditing (NQF 6/7 as recognized by SAQA).Registered with the Association of Certified Fraud Examiners (ACFE) will be an added advantage. 3 -5 years' experience at entry level management. Knowledge in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Public Finance Management Act, Public Administration Act and Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Prevention of Organized Crime Act, National Anti-Corruption strategy and Minimum Anti-Corruption Capacity Requirement. Proficiency in verbal and written communication as well as presentation skills. Policy analysis, formulation and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.
<b><u>DUTIES</u></b>	:	The appointee will be responsible for the following: Assist the Director in developing the annual anti-fraud and corruption implementation plan. Review the Anti-fraud and corruption strategy. Review the whistle blowing policy. Coordinate the presentation of anti-fraud and corruption awareness campaign. Develop, promote and distribute the anti-fraud and corruption posters. Promote the whistle blowing policy. Develop annual fraud and ethics risk register. Update the fraud and ethics risk monitoring tool quarterly. Manage the case management register on all reported cases including reported, investigated and finalized cases. Perform fraud detection review on high risk areas. Manage the investigation of reported cases. Review the investigation plan for approval by the Director. Manage/ supervise the investigation teams and ensure that the investigation are performed according to the approved investigation methodology. Review the investigation reports. Liaise with law enforcement agencies. Provide the inputs on the quarterly performance report. Provide inputs to the report to the audit committee and risk management committee. Provide any adhoc assistance in the administration of the Directorate including budget and procurement plan.
<b><u>ENQUIRIES</u></b>	:	Mr L Manyama Tel No: (012) 444-9118
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply.

**POST 24/58** : **ASSISTANT DIRECTOR: URBAN SETTLEMENT DEVELOPMENT REF NO: DOHS/30/2020**  
 Branch: Chief Financial Officer  
 Chief Directorate: Chief Investment Officer  
 Directorate: Grants Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
 : Pretoria  
 : Candidates should be in possession of Matric/ Gr 12 or equivalent; relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Public Finance/Financial Accounting/Financial Management/Economics. 3.-5 years' experience in a financial analysis environment. The candidate must be a self-starter, analytical, creative and innovative thinker. Knowledge of human settlements environment. Knowledge of the Housing Sector. Financial evaluation, Treasury Regulations, PFMA, DORA, Housing Policies and Procedures and Economic modeling. Knowledge of government budgeting processes. Financial Modelling and analysis. Cash Flow Projections. Financial Management. Economic and Statistical analysis. Business Plan models within Human Settlements Sector. Monitoring and Evaluation. Presentation and financial data assessment and interpretation. Research and negotiating Public Sector Legislative Prescripts. Management of staff. People management skills. Research and analytical skills. Project management and financial management s. Presentation and facilitation skills and Communication (written and verbal) skills. A valid driver's license. Assertiveness. Interpersonal relations. Dead- line driven. Ability to perform duties under pressure. Goal oriented and passionate.

**DUTIES** : Administer the Human Settlements Grants in line with the relevant prescripts. Monitor compliance to the Public Finance Management Act (PFMA), Treasury Regulations, Municipal Finance Management Act (MFMA) and Division of Revenue Act (DoRA) by Metropolitan Municipalities. Assist with the preparation of payments to Metropolitan Municipalities for the allocations to be tranching in line with the approved payment schedules. Ensure that there is an effective monitoring tool to monitor performance of the grant and its impact on the poor households. Assist with the analysis of both the monthly and quarterly reports and prepare reports for Top Management. Identify gaps and recommend measures to be put in place to address such gaps. Assist with the evaluation of financial performance of Metropolitan Municipalities and submit such reports to National Treasury in terms of the Act. Provide inputs and consolidate inputs from relevant stakeholders to DoRA and grant framework(s). Conduct the oversight visits on a quarterly basis to verify performance reported. Assist in the preparation of grants analysis reports as well as presentations for forums such as Executive Management Team (EMT), Minister and Top Management (MinTop), Technical MinMec and Implementation Forum as well as MinMec. Assist in the compilation of responses on Audit matters and Standing Committee on Public Accounts and Portfolio Committee queries. Undertake Portfolio Committee performance verification visits as requested. Analysis of the cash flow projections, preparation of the payment schedule and alignment with the business plans. Monthly transfer and monitoring of Municipal expenditure. Analysis of Municipal quarterly expenditure. Project monitoring undertaken by oversight visits to Metropolitan Municipalities on USDG. Ensure compliance to the legislative frameworks governing the management of the Urban Settlements Development Grant. Adhoc requests on USDG. Manage the administration of the Sub-Directorate.

**ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 24/59** : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT REF NO: DOHS/06/2020**  
Branch: Office of the Director-General  
Directorate: Human Settlement Secretariat

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)  
: Pretoria  
: Matric/Grade12 coupled with a relevant Bachelor's Degree/Equivalent qualifications (NQF level6/7 as recognized by SAQA); 3.-5 years' experience in committee work; Exceptional analytic and writing skills; Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act); Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office Power Point; Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations; Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts; Ability to work under pressure and in a hectic & unpredictable environment; Planning & organizing skills; Supervision, management and leadership skills; Basic financial management skills, Willingness to travel extensively, A valid Code 8 driver's license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.

**DUTIES** : Provide secretariat, logistical and administrative support to various decision making structures of the Department including Strategic Management Committee, Audit Committee, Risk Management Committee, workshops, Housing Indabas and other adhoc intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members. Monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structures in the Department. Develop and maintain a database of resolutions of these structures: Supervise and provide in-service training to subordinates on a variety of matters related to committee work; Compile reports, memoranda and letters regarding issues of the Sub-Component; Assist to oversee the budget of the Sub-Component.

**ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply. The selection process will involve subjecting candidates to an intense competency test in the form of writing

**POST 24/60** : **CHIEF NETWORK CONTROLLER REF NO: DOHS/28/2020**  
Branch: Corporate Services  
Chief Directorate: IMS and IT Systems  
Directorate: Information Technology System  
Sub-directorate: Information Technology Client Services

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Cape Town  
: Candidates should be in possession of Matric/Gr 12 or equivalent; relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Information Technology. 2 - 5 years relevant experience in LAN/Desktop Support environment preferably in Microsoft environment; Knowledge of GroupWise v.12, MS Office 365 Suite, BAS, LOGIS, PERSAL (will be an added advantage); Knowledge on desktop/workstation security, anti-virus and end-point security products; COMPTIA A+, N+, ITIL Foundation certificates (highly recommended); Good understanding of Mobile/Tablet Technology & Operating Systems (e.g. iOS, Android, Windows etc); Good knowledge

and understanding of audio visual systems and solutions; Experience at the level of Principal Network Controller (added advantage); Excellent Communication (verbal & written), Customer Service, Planning & Organizing Skills, Valid driver's license for standby, after-hours and Cape Town offices support.

**DUTIES** : The successful candidate will be responsible for the following: Provide Information Technology Desktop and LAN Support; IT Projects support and Procurement Technical Assessment; Supervise Staff & Mentoring of Information Technology Interns; Dedicated Executive Management, Parliamentary & Ministerial Support; Provide Information Technology Standby & After-hours Support. Dedicated Senior Executive Management, Parliamentary & Ministerial Support.

**ENQUIRIES** : Ms N Nortman Tel No: (012) 444 9115

**NOTE** : Male candidates and people with disabilities are encouraged to apply.

**POST 24/61** : **SENIOR INTERNAL AUDITOR REF NO: DOHS/18/2020 (X2 POSTS)**  
Branch: Director-General  
Chief Directorate: Internal Audit, Risk Management and Special Investigations  
Directorate: Internal Audit  
Sub-Directorate: Assurance Services

**SALARY** : R316 791 per annum (Level 08)

**CENTRE** : Pretoria

**REQUIREMENTS** : Candidates should be in possession of Matric/ Gr 12 or equivalent; relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Internal Auditing/ Auditing or Financial Accounting. Minimum of 2-5 years Internal Audit experience. Knowledge of Public Finance Management Act, Treasury Regulations and General accepted Accounting Practices. Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Ability to work independently and under pressure. Good written and verbal communications. Report writing skills. Good interpersonal relations skills. Analytical skills. Problem solving skills and conflict management skills. Computer literacy. Ability to use the audit working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL). Willingness to travel when required. A valid driver's license.

**DUTIES** : The appointee will be responsible for: Evaluate the established system of internal controls and provide assurance that there is compliance with the relevant policies and procedures. Evaluates and assess the reliability and integrity of financial information. Review and assess the risk management process. Conduct audits to evaluate the controls, processes and systems on the utilization of resources. Conduct audits to provide assurances regarding the performance against objectives and goals. Conduct audits to review and assess the processes, systems and controls, within the Departments and in the Provinces. Conducts random audits in provinces to ensure compliance with regulations pertaining to conditional grant grants.

**ENQUIRIES** : Ms N Nortman Tel No: (012) 444-9115

**NOTE** : Male candidates and people with disabilities are encouraged to apply.

**POST 24/62** : **SENIOR STATE ACCOUNTANT: FINANCIAL TRANSACTIONS REF NO: DOHS/26/2020**  
Branch: Chief Financial Officer  
Chief Directorate: Financial Management  
Directorate: Financial Administration and Internal Controls  
Sub-Directorate: Financial Accounting

**SALARY** : R316 791 per annum (Level 08)

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	Matric/ Gr 12, an Undergraduate Diploma/degree (NQF level 7 qualification) or equivalent qualification in Finance or related fields, at least 2-5 years relevant experience. Good interpersonal skills, mathematical accuracy, analytical skills and communication skills (both written and verbal). Ability to work under pressure. Computer literacy (Microsoft Office). Valid driver's licence. Knowledge of Treasury Regulations, Public Finance Management Act, Delegation, Thorough knowledge of Basic Accounting System (BAS), thorough knowledge of Safety Web, thorough knowledge of Financial Accounting.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following: Administration of petty cash and banking. Clearing of suspense accounts and period closure. Allocate work and control workflow of section and on the work training. Checking of creditor's, sundry related payments and journals. Administration of funds requisition. Checking of creditors and bank reconciliations. Surrender and collection of revenue. Respond to queries. Report of invoices paid after 30 days. Ensure proper record keeping.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Nortman Tel No: (012) 444-9115 Male candidates and people with disabilities are encouraged to apply.
<b><u>POST 24/63</u></b>	:	<b><u>STATE ACCOUNTANT: EMPLOYEE COMPENSATION REF NO: DOHS/27/2020</u></b> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Financial Administration and Internal Control Sub-Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) Pretoria
<b><u>DUTIES</u></b>	:	Applicants must have: Matric/ Gr 12. Undergraduate Diploma/ Degree (NQF 6/7 as recognized by SAQA) in Finance or any other relevant qualification. Maximum of two (2) years relevant experience. Experience in salary administration will be considered as an added advantage. Good interpersonal skills, accuracy and communication (both written and verbal). The ability to work under pressure. Computer literacy (Microsoft Office). Knowledge of Treasury Regulations, Public Finance Management Act, Persal and Basic Accounting System (BAS). Knowledge of SARS e-filing and Easyfile.
<b><u>DUTIES</u></b>	:	The appointee will be responsible for the following: Instate Persal Transactions. Check and capture S&T claims. Provide supporting documents for the Interim and Annual Financial Statements. Clearing of suspense accounts. Monthly reconciliations of the PERSAL/BAS and PERSAL EBT interfaces. Tax reconciliations. Ensure proper record keeping.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Ruiters Tel No: (012) 444-9125 Male candidates and people with disabilities are encouraged to apply.
<b><u>POST 24/64</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER REF NO: DOHS/19/2020</u></b> Branch: Corporate Services Chief Directorate: Human Resources Directorate: Human Resources Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must have: Matric/Gr 12. Undergraduate Diploma/ Degree (NQF 6/7 as recognized by SAQA) plus 3-5 years of appropriate experience. Extensive knowledge of the PERSAL System will be a recommendation. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, PSCBC Resolutions and DPSA circulars regarding human resource administration. Computer literacy;

	:	good interpersonal skills; good written and verbal communication skills are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for overall supervision of personnel administrative functions, including: Recruitment and selection, appointments, promotions, SMS packages, transfers, termination of services as well as the administration and maintaining of probation reviews of officials on probation; Assist in administering the payments of Performance Assessments; Administer conditions of service: leave, Compilation of quarterly leave reports to managers, housing subsidy and state guarantees and resettlement issues as well as injury on duty; Revise and approve transactions on PERSAL; Supervision, performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries.
<b><u>ENQUIRIES NOTE</u></b>	:	Noelien Nortman Tel No: (012) 444-9115
<b><u>POST 24/65</u></b>	:	<b><u>ADMINISTRATION CLERK: FACILITIES MANAGEMENT REF NO: DOHS/ 16/2020</u></b> Branch: Corporate Support Chief Directorate: Corporate Services Directorate: Facilities Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (Level 05) Pretoria Gr 12 Certificate. Experience working in Facilities Management/ Property Management environment in the Public Service/ Sector will serve as an added advantage. Be computer literate and have sound knowledge of Microsoft Office. Planning and organizational skills. The candidate must possess excellent communication skills (verbal and written). Analytical Skills. The candidate must be able to work under pressure. Knowledge and understanding of Legislative Frameworks governing the Public Service and management of public records.
<b><u>DUTIES</u></b>	:	Facilitate the procurement of goods and services. Facilitate payment for Auxiliary Services. Monitor boardroom services and resources. Manage the cleaning material in the storeroom.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Nortman Tel No: (012) 444-9115 Male candidates and people with disabilities are encouraged to apply.
<b><u>POST 24/66</u></b>	:	<b><u>ACCOUNTING CLERK: FINANCIAL TRANSACTIONS REF NO: DOHS/20/2020 (X2 POSTS)</u></b> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Financial Administration and Internal Control Sub-Directorate: Financial Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703 per annum (Level 05) Pretoria Applicants must be in possession of a Grade 12 certificate. NQF level 7 qualification will be an added advantage. Good interpersonal skills and communication (both written and verbal). The ability to work under pressure. Computer Literacy (Microsoft Office). Knowledge of Treasury Regulations, Public Finance Management Act. Thorough knowledge of Basic Accounting System (BAS) and Safety Web. Thorough knowledge of Financial Accounting skills.
<b><u>DUTIES</u></b>	:	The appointee will be responsible for: Checking of creditors and sundry payments. Clearing of suspense accounts. Improve awareness and compliance to financial policies. Ensure proper record keeping. Petty cash and revenue administration. Funds requisition. Period closure. Request bank reconciliation. Compiling of revenue payments.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms E Motsepe Tel No: (012) 444-9037 Male candidates and people with disabilities are encouraged to apply.



**POST 24/67** : **FILLING AND CAPTURING CLERK REF NO: DOHS/21/2020**  
 Branch: Corporate Services  
 Chief Directorate: Corporate Support  
 Directorate: Registry and Records Management  
 Sub-Directorate: Records Management

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Gr 12 certificate. Computer literacy in MS Word, Excel and Outlook. Fully conversant in at least two (2) national languages, including English. Knowledge and understanding of National Archives and Records Management (NARS) prescripts and practices for management of public records. Good communication and interpersonal relations skills (written and verbal). Ability to prioritize and work under pressure, sound planning, organizing and administrative skills.

**DUTIES** : The successful candidate will be responsible to file and capture (electronically) all records under repository custody in all prescribed records inventories, including update and maintenance of all repository inventories, registers and databases. Process records and transfer requests from business units for custody in internal repositories. Process classification of closed and terminated records including decongestion, sorting, arrangement, description, back-filling, boxing and shelving. Facilitate safe storage, care and preservation of records in repositories. Process user access to repository records. Process systematic disposal of qualifying records including identification, retrieval and verification for destruction of ephemeral records and transfer of archival records to NARS.

**ENQUIRIES** : Ms E Motsepe Tel No: (012) 444-9037  
**NOTE** : Male candidates and people with disabilities are encouraged to apply.