

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: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 10 September 2021 at 16h00
- 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 with the new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV, together with copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. 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. SMS/ MMS posts: 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. SMS posts: All shortlisted candidates 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 the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 30/50** : **SUPPLY CHAIN PRACTITIONER: ASSET MANAGEMENT REF NO: DOHS/33/2021**
Branch: Chief Financial Officer
Chief Directorate: Financial Accounting
Directorate: Supply Chain Management
Sub-Directorate: Asset Management
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree/Diploma or other relevant qualification (NQF level 6/7 as recognized by SAQA in Financial Management/ Public Management/ Accounting/ Supply Chain Management. 3 years' operational experience in Asset Management. Good Interpersonal and communication skills (both written and verbal). The ability to work under pressure with strict deadlines, problem solving and able to take a firm decision. Ability to work independently and with team. Willingness to work overtime and to travel. Computer literacy with proficiency in MS Word and Excel. Good knowledge of legislative prescripts governing Public Service such as Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, Preferential Procurement Policy Framework Act, LOGIS and BAS. Driver's License

DUTIES : The successful candidate will be responsible Asset Management activities such as asset verification, stock taking, recycling, disposal, barcoding of assets, capturing of newly acquired assets in the Asset Register, receiving of barcodes and serial numbers in the system, managing inventory list, filling of supporting documents and updating asset register with assets movement and losses, attending to both internal and external auditors. Investigating surplus and shortages. Acts as secretary for disposal board meetings. Preparing reports to the immediate supervisor related to specific analysis or investigations Extensive knowledge of monthly reconciliation between BAS and LOGIS and inputs to financial statements, attend to discrepancies and staff supervision.

ENQUIRIES : Ms N Nortman Tel No: (012) 444-9115
NOTE : Male candidates and people with disabilities are encouraged to apply

POST 30/51 : **SECURITY OFFICER REF NO: DOHS/34/2021 (X2 POSTS)**
 Branch: Corporate Services
 Chief Directorate: Corporate Support
 Directorate: Security and Facilities Management

SALARY : R122 595 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : Grade 10 or equivalent qualification (Basic Education and Training, NQF level 3). No experience required. Registration with PSIRA grade C. Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to understand and implement policies, directives and related prescripts in security administration. Be prepared to work irregular hours and night shifts.

DUTIES : Perform access control functions which will include the following: Determine whether visitors have appointments/or the service that visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service point; Complete or ensure that the admission control register is completed and issue admission control documents/cards as required; Operate X-ray machines, Lock and unlock entrances; Record incidents and make follow-up; Ensure that unauthorized persons and dangerous objects do not enter the building/premises; Ensure that equipment, document and stores do not leave or enter the building or premises unauthorized. Ensure personnel and assets safety in the building and the premises. This will include the following: Undertake building/premises patrols to identify and check that doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals, light switched on and off as required; apply emergency procedures (in situation like bomb scares, fire, riots etc.) and alert emergency services and departmental management; Lock and unlock entrances. Monitoring and reporting of security breaches: Identify suspicious conduct, report and record security breaches; Report faulty security systems; Report officials taking assets without authorization. Completion and administration of security registers: Report and update all security registers and Ensure that all incidents are recorded in the occurrence books/registers.

ENQUIRIES : Ms E Motsepe Tel No: (012) 444-9119
NOTE : Male candidates and people with disabilities are encouraged to apply