

## 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** : 11 February 2022 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 1<sup>st</sup> 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 03/41** : **STATE ACCOUNTANT: FINANCIAL TRANSACTIONS REF NO: DOHS/01/2022**  
Branch: Chief Financial Officer  
Chief Directorate: Financial Accounting  
Directorate: Financial Administration and Internal Control  
Sub-Directorate: Financial Transactions
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Pretoria  
: Matric/Grade 12 or equivalent. Relevant undergraduate qualification (NQF 6/7 as recognized by SAQA) in Financial Accounting & Management Accounting. Coupled with 0 to 2 years' relevant experience. Good interpersonal skills and communication (both written and verbal). The ability to work under pressure. Computer literacy. Code 08 drivers' license. The following will serve as a recommendation: Knowledge of Treasury Regulations, Public Finance Management Act, Financial Delegations, Basic Accounting Skills and Accuracy. All certificates should be attached.
- DUTIES** : The successful candidate will be responsible for: Creditors and sundry payments; Revenue payments; Conditional grants payments; Foreign payments and attend

creditors meetings. Clearing of bookkeeping and creditors suspense accounts and bookkeeping functions. Submission of information for financial statements. Allocate work and control workflow of the section. Give training to subordinates in section. Ensure proper record keeping.

**ENQUIRIES**  
**NOTE**

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

**POST 03/42**

: **ADMINISTRATIVE CLERK REF NO: DOHS/02/2022**  
Chief Directorate: Executive Support  
Directorate: Administration and Logistical Support

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R176 310 per annum (Level 05)  
: Pretoria  
: Matric/ Gr 12 or equivalent qualification. Good Communication skills (both written and verbal), Good interpersonal and interactive skills. The successful candidate must be reliable and responsible, have good time management skills and be accountable.

**DUTIES**

: The successful candidate will be responsible for filling and management of the Sub-directorate registry; record keeping of Ministerial memo's and administration of the distribution; Safe record keeping of Cabinet and Cluster Documents and assist in the distribution and dispatching of documents and memo's within and outside the department.

**ENQUIRIES**  
**NOTE**

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