

## 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 posted 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** : 23 September 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 on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s 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. 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 34/131** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: POLICY DEVELOPMENT REF NO: DOHS/39/2022**  
Branch: Research, Policy, Strategy, and Planning  
Chief Directorate: Policy Development
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Pretoria  
: Matric/Grade 12 or equivalent. Secretarial diploma or relevant qualification (NQF level 5 as recognized by SAQA). 3-5 years of relevant experience in rendering support services to Senior Management. Knowledge of financial management and understanding of the PFMA. Knowledge of administration principles and Batho Pele Principles. Must have good interpersonal relation skill, Communication skills (both written and verbal), Good telephone etiquette. Analytic skills, Basic Project Management skills, networking skills. A valid driver's license and proven speed typing skills together with Computer literacy will be considered an as added advantage. NB: A written exercise will be undertaken
- DUTIES** : The successful candidate will be responsible for Implementing an electronic filing system and a manual backup system to ensure that all documents are accurately recorded and filed and are easily retrievable in line with relevant legislation and policies, type documents as when required, coordinate logistical arrangements for meetings, ensure travel arrangements are well coordinated, manage appointment schedule and diary; take minutes, prepare correspondence, compile reports, and materials for meetings; Review incoming correspondence, memos, requests, reports, and routine submissions, make notes, and take note of recommendations by the Chief Director. Develop and maintain an effective document flow system for the office; Prepare and monitor project schedules and plans in the Chief Directorate to enable efficient process flow. Respond to inquiries received from internal and external stakeholders, handle the procurement of standard items, like stationery, refreshments, etc. for activities of the office of the chief director.
- ENQUIRIES** : Ms N Nortman Tel No: (012) 444-9115

- NOTE** : Male candidates and people with disabilities are encouraged to apply. Please note that shortlisted candidates will be expected to complete a technical exercise on the day of the interviews.
- POST 34/132** : **ACCOUNTING CLERK: FINANCIAL TRANSACTIONS REF NO: DOHS/43/2022**  
 Branch: Chief Financial Officer  
 Chief Directorate: Financial Management  
 Directorate: Financial Administration and Internal Control  
 Sub-Directorate: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
 : Pretoria  
 : Applicants must be in a possession of a Grade 12 certificate plus a minimum of one-year relevant Financial Accounting Experience; 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.
- DUTIES** : The successful candidate will be responsible for Checking of creditors and sundry payments; Creditors reconciliation; 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 sundry payments; Compiling of revenue payments.
- ENQUIRIES NOTE** : Ms N Nortman Tel No: (012) 444-9115  
 : Male candidates and people with disabilities are encouraged to apply