

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** : 09 May 2023 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 a new Z83 form, 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). 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 POST

- POST 14/89** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/14/2023**
Branch: Chief Financial Officer

- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of Matric /Grade 12; a three (3) year relevant tertiary qualification (Bachelor's degree or equivalent NQF level 7 as recognized by SAQA) in Public Administration/ Office Management. Three (3) years' junior management level experience in an administrative environment. Knowledge and understanding of applicable public sector legislation, policies, procedures, prescripts and practices, as well as government financial management (budget and procurement processes). The applicant should further be computer literate (MS Word, MS excel, MS PowerPoint, Email and Internet). The applicant should also have advanced skills in planning and organizing, analytical, typing, report writing, verbal and written communication, verbal and telephone etiquette, interpersonal relations, networking, negotiation, basic project management, innovation, creativity and ability to work under pressure.

- DUTIES** : The successful candidate will be responsible for the following: Provide secretarial and administrative support in the Office of the DDG: CFO: Develop and maintain an effective document flow system for routing of incoming and outgoing documents, correspondence, submissions, etc. in the Office of CFO including their safe keeping and safe custody. Follow up on processed correspondence and business transactions and issued instructions, tasks and projects to ensure their timeous actioning, approval and completion. Direct work instructions/ correspondence to relevant Branch Chief Directors and Directors; Coordinate all DDG's and Branch administrative logistics for meetings, acting, leave, travelling arrangements, etc; Coordinate Branch meetings/ workshops, sessions (Strategic, Administrative, Core Business related) & follow up on actioning and conclusion of meeting decisions, instructions, directives/ tasks; Prepare, consolidate and distribute all Branch related meetings documents & record proceedings of all Branch meetings thereof.

Coordinate collation, compilation and submission of all Branch related obligations: Financial management (budgetary, procurement and acquisitions inputs and reporting on financial performance and compliance thereof); Strategic, annual performance, operational and business plans and monthly, quarterly and annual performance reporting thereof); Mandatory compliance obligations to relevance oversight structures; Relevant responses to Branch related queries, questions, exceptions, reports (Internal Audit, Risk, National Treasury, Office of the Auditor-General, Parliament); Timeously alert DDG: CFO on any emerging incidents/ risks/ factors risks that could affect service delivery outcomes. Ensure proper, efficient and cost effective management of Branch resources as well as Branch compliance to prescribed controls and reporting systems; Manage budget, expenditure and assets of DDG: CFO's Office including procurement, maintenance and disposal of office furniture, equipment, stationery, groceries, etc.; Check, verify, report on Branch expenditure, including alerting the DDG on budget/ expenditure discrepancies. Support the DDG on implementation of tasks/ assignments as directed by Minister/ DG including to coordinate compilation and collation of responses for Parliamentary Questions, Portfolio Committees, and other governance structures; Support DDG in any assigned cluster responsibilities.

ENQUIRIES
NOTE

- : Mr L Manyama Tel No: (012) 444-9118
- : Female candidates and People with disabilities are encouraged to apply.