

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HUMAN SETTLEMENTS**

The Mpumalanga Department of Human Settlements is an equal opportunity department and the Department's intention is to promote equity through the filling of these posts.

- APPLICATIONS** : Application should be posted to: Mpumalanga Department of Human Settlements, Private Bag X11328, Mbombela, 1200 or hand delivery at: Government Boulevard, Riverside Government Complex, Samora Machel Building, Lower Ground Floor, Mbombela, 1200.
- FOR ATTENTION** : The Director: HRM & D
- CLOSING DATE** : 20 October 2023
- NOTE** : Applications should be submitted on the new Z.83 form as published on January 2021 obtainable from any Public Service Department including DPSA website: <http://www.dpsa.gov.za/dpsa2g/>. Application must be accompanied by a detailed and updated comprehensive C.V. only. If applying for more than one position, please submit separate application forms for each post. Shortlisted candidates will be required to submit certified documents on or before the interview date as directed by the human resources representative. Ensure that you clearly state the full post description and the relevant Post Reference Number in your application. No fax application will be considered. Applicants must ensure that they fully complete Part A, B and C and the declaration must be signed and initialled each page of the Z83 form. Incomplete and/or unsigned applications will not be considered. For all SMS, MMS and OSD posts: appointment is subjected to security clearance and the top two candidates will be subjected to competency assessment. Qualifications and personal details of applicants will be verified and reference checks will be compiled. People with disability are encouraged to apply.

OTHER POSTS

- POST 36/97** : **DEPUTY DIRECTOR: BUDGET REF NO: DHS/01**
Directorate: Management Accounting
- SALARY** : R811 560 per annum, (all-inclusive MMS remuneration package)
- CENTRE** : Mbombela (Head Office)
- REQUIREMENTS** : National Senior Certificate, a Bachelor's Degree in Accounting / Management Accounting and financial related. Minimum 3 years' experience as Assistant Director in Budget. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Competencies and capabilities: Understanding and application of the following prescripts: Public Finance Management Act, Treasury Regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Guidelines and Frameworks, Public Service Act, Understanding of Budget Management best practices. Knowledge of the Budget Management Systems. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct and a valid driver's license.
- DUTIES** : Plan and coordinate departmental budget process: Develop the plan for budget cycle. Facilitate and coordinate the analysis and consolidation of MTEF budget, adjustment estimates and submission of roll-over funds. Consolidate departmental priorities and projects include them in the budget. Manage the accurate capturing of MTEF budget in the data base and BAS. Manage accurate capturing of adjustment estimates. Check alignment of responsibilities and objectives on BAS with PERSAL and rectify if necessary. Manage the process of monitoring the departmental budget: Analyse, coordinate and consolidate the departmental annual cash flow projections. Analyse expenditure trends and discuss with programme managers. Monitor confirmation of budget availability to ensure that expenditure is within allocated parameters. Advise programme managers on misallocations and long outstanding commitments for rectification purposes. Ascertain correct allocation of expenditure and that all necessary documents are attached and payments are compliant with prescribed regulations. Analyse and consolidate departmental IYM report including variance explanation. Manage budget and expenditure misallocations. Verify and confirm that approved shift and virements are captured accurately in BAS, IYM and expenditure reports.

Manage the provision of budgetary support services to the department. Manage the provision of budgetary support, analysis, advice and guidance. Attend to budget enquiries promptly. Provide training to departmental officials on budget related issues. Generate financial management reports: provide weekly BAS reports to programme managers. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : Ms. Y.X. Nkalanga Tel No: (013) 766 6530; Ms. N.I. Mashego Tel No: (013) 766 6543

NOTE : All shortlisted candidates may be requested to demonstrate their skills in competency assessment and will be subjected to a security Clearance. The successful candidate will have to sign an annual performance agreement.

POST 36/98 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: DHS/02**
Directorate: Management Accounting

SALARY : R811 560 per annum, (all-inclusive MMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : National Senior Certificate, Bachelor's Degree in Accounting / Cost and Management Accounting / Financial Management / Financial Accounting / Commerce. Minimum of 3 years' junior management experience in the financial accounting environment. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations and its prescripts. Departmental policies and procedure. Financial systems e.g. CASEWARE. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Job related skills: Financial systems and procedures, financial principles and regulations of government. Project Management skills. Team management skills. Interpersonal skills. Budget forecasting skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Business skills. Communication Skills (verbal and written). Conflict management and resolution. People management and empowerment. Client orientation and customer focus. Leadership and supervisory skills. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Accountability and ethical conduct and a valid driver's license.

DUTIES : Manage, oversee, plan and develop financial reports and statements. Prepare and manage training plan for Annual Financial Statements (AFS) / Interim Financial Statements (IFS) and train line function and other finance officials for financial reporting inputs. Liaising with line function and the finance officials to obtain accurate, complete and reliable inputs for financial reporting purposes within set timeframes. Liaise with Provincial Treasury regarding any information required for financial reporting purposes. Verify compliance as prescribed by Provincial Treasury and capture inputs on working papers and agree with the template. Preparation, compilation and interpretation of Interim and Annual Financial Statements. Submit AFS / IFS to National Treasury and Auditor General of South Africa in strict compliance with the PFMA and other prescripts. Oversee the compilation of the monthly reports: Manage the resources of sub directorate (Physical and Human). Ensure capacity and development of employees. Manage discipline. Monitor and ensure proper utilization of equipment and reporting thereof. Evaluate and monitor performance and appraisal of employees.

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<u>POST 36/99</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DHS/05</u>
<u>SALARY</u>	:	R527 298 per annum
<u>CENTRE</u>	:	Mbombela (Head Office)
<u>REQUIREMENTS</u>	:	A National Senior Certificate, Bachelor's Degree in Asset Management or equivalent and relevant tertiary qualification. Three (3) year related financial or Asset Management experience at supervisory level. Knowledge of the PFMA, Asset Management Framework, Treasury Regulations and other relevant legislation. Knowledge and experience of basic Accounting System (BAS), GRAP and LOGIS. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power point and Microsoft Outlook. Demonstrate leadership/interpersonal relationship and asset management skills. Client orientation and customer focus. Ability to monitor, check information as well as set up and maintain information system. Willingness to work cooperatively with others as well as in a team. Excellent communication skills (verbal and written). Accountability and ethical conduct and a valid driver's license.
<u>DUTIES</u>	:	Ensure that assets are properly accounted for in the asset register and complies with National Treasury guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the asset register on monthly basis. Monitor all entries made on the asset register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the department's asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi –annual physical verification of movable assets, reconcile against the asset register and trial balance. Implement and manage registers for finance leases. Verify the existence of finance leases and prepare monthly reconciliation between BAS and amortization tables versus the finance leases register. Ensure that reconciling items are cleared. Ensure proper monthly, annually reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external auditors. Quarterly review performance of staff within asset management in line with the human resources management guidelines.
<u>ENQUIRIES</u>	:	Ms. Y.X. Nkalanga Tel No: (013) 766 6530; Ms. N.I. Mashego Tel No: (013) 766 6543
<u>POST 36/100</u>	:	<u>ASSISTANT DIRECTOR: DEMAND & CONTRACT MANAGEMENT REF NO: DHS/03</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Mbombela (Head Office)
<u>REQUIREMENTS</u>	:	National Senior Certificate, a recognized Bachelor's Degree / B-Tech in Supply Chain Management or other equivalent relevant qualification. A minimum of three years' experience in Supply Chain Management under Demand Management environment. A relevant post graduate qualification will be added advantage, good understanding of Supply Chains Management procedures. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Knowledge of Database system, Demand Management, acquisition and business practices. Ability to maintain Database management systems and controls, Ability to develop, interpret and apply policies, strategies and legislation. Ability to control and administer database of the Department. Good communications and interpersonal skills, Computer Literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty. Accountability and ethical conduct and a valid driver's license.
<u>DUTIES</u>	:	To render demand planning and contract management services. Conduct needs analysis and develop annual procurement plan. Align procurement plan to the budget. Develop and manage supplier's database. Provide secretariat support to bid specification committee. Develop and update contract register. Conduct assessment of suppliers' performance. Facilitate the implementation of the Departmental Procurement Plans; Oversee correct identification and development of sourcing strategies in line with SCM in order ensure economies of scale; Assess and verify the demand management plan; Administer an effective and Efficient Demand Management; Ensure the

consolidation of the procurement plans into Demand Management plan in line with strategic plan of the department, Implement Bid Specification administration, Serve as a technical advisor in the BSC meetings; Monitor and review chief user's activities on the service provider database; Ensure that BEE certificates are properly verified by SANAS accredited agencies; Ensuring the validation of tax Clearance Certificate with SARS; Maintain the Database's User profiles; Ensuring the validation of tax Clearance Certificate with SARS; Provide training and Database awareness to the Chief Users. Manage advertisement of Bid. Conduct briefing sessions.

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POST 36/101 : **ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: DHS/04**

SALARY : R424 104 per annum
CENTRE : Mbombela (Head Office)
REQUIREMENTS : National Senior Certificate, National Diploma / Bachelor's Degree in Administration / Public Administration and related. Minimum of three (3) years' experience within the Administration field. Knowledge of Modern systems of governance; Legislative framework; Policies of government of the day; Leadership skills; Communication: verbal, written and presentation. Good Report writing, financial management, Analytical skills; Computer literacy and the ability to use various software packages such as MS Word, Excel and Power point; Planning and organising skills. Client orientation and customer focus. Accountability and ethical conduct and a valid driver's license.

DUTIES : Coordinate and support departmental meetings chaired by the HOD. Provide support to ensure efficient and effective programme management across all programmes. Support the HOD administratively on the implementation of programs. Compile and collate management reports on the implementation of provincial administration programmes. Monitoring of database of all incoming and outgoing correspondence's within the department. Coordinate and facilitate the timely submission of approved document to relevant programs. Facilitate the tracking, tracing and follow-ups of all departmental documents on approval by the HOD. Aid the facilitation of quality responses to requests for information from oversight bodies and relevant stakeholders including management reporting to the same Facilitate responses to requests for information from relevant stakeholders. Facilitate responses to client/stakeholders corresponding with both the Director General and the Premier on administration matters. Provide support to the Administrative. Support Staff in the in the department. Facilitate monthly and weekly activities of the office.

ENQUIRIES : Ms. Y.X. Nkalanga Tel No: (013) 766 6530; Ms. N.I. Mashego Tel No: (013) 766 6543

POST 36/102 : **STATE ACCOUNTANT: BUDGET REF NO: DHS/06**

SALARY : R294 321 per annum
CENTRE : Mbombela (Head Office)
REQUIREMENTS : National Senior Certificate, a recognized National Diploma / Degree in Financial Management or any other related qualification and coupled with 1 year experience. Knowledge of relevant government prescript including PFMA, Public Service Regulations, Treasury Regulations and other financial administration legislations. Knowledge and understanding of BAS and PERSAL Systems. Good communication, Writing and Interpersonal skills. Computer literacy and ability to work under pressure and able to meet deadline. Commitment to customer service. Accountability and ethical conduct and a valid driver's license.

DUTIES : Collect consolidate and capture budget inputs of line managers in the preparation of budget and cash flow projections. Capture transfers and virements on the system. Compile weekly, monthly, and yearly reports. Distribute expenditure control commitment reports when required. Provide advice on budgetary related matters. Perform other administrative duties in the sub-directorate.

ENQUIRIES : Ms. Y.X. Nkalanga, Tel No: (013) 766 6530; Ms. N.I. Mashego Tel No: (013) 766 6543

POST 36/103 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: DHS/07**

SALARY : R294 321 per annum

CENTRE : Mbombela (Head Office)

REQUIREMENTS : National Senior Certificate, a recognized National Diploma / Degree in Financial Management or any other related qualification and coupled with 1 year experience. Knowledge of relevant government prescript including PFMA, Public Service Regulations, Treasury Regulations and other financial administration legislations. Knowledge and understanding of BAS and PERSAL Systems. Good communication, Writing and Interpersonal skills. Computer literacy and ability to work under pressure and able to meet deadline. Commitment to customer service. Accountability and ethical conduct and a valid driver's license.

DUTIES : collection of revenue due to the department and proper management thereof. Ensure timeous and compilation of monthly reports. Effective management of the department's debt account. Monitoring of Pay Master General Account. Provide budgetary support, analysis, advice and guidance to the department. Analyse and respond to budget related enquiries. Administer the transfer of funds for the MTEF cycle. Assist in the Preparation of Annual Financial Statements and interim Financial Statements for the department. Preparing of bank reconciliation and authorising of Journal and record keeping. Maintenance and control of relevant accounts/suspense accounts and record keeping.

ENQUIRIES : Ms. Y.X. Nkalanga Tel No: (013) 766 6530; Ms. N.I. Mashego Tel No: (013) 766 6543