



MPUMALANGA PROVINCIAL DEPARTMENT OF HUMAN SETTLEMENTS VACANCIES

COMPONENT : ENGINEERING SERVICES AND QUALITY ASSURANCE
POST : DIRECTOR
STATION : GERT SIBANDE
SALARY : R 1 105 383.00 P.A (SMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 13
REF : 2023/DHS/D/ESQA/GRT/01

Requirements: National Senior Certificate; a recognized Bachelors Engineering, or a BSc Engineering Degree and related disciplines in the Engineering or equivalent qualification as well as a minimum of five (5) years' experience at Middle Management level in the Engineering and /or Human Settlements and Housing Sector. Be registered with the relevant Engineering Council ECSA (Civil/Structural Engineer). Three-five years' experience post qualification. Ability to fulfil the following core management competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management Service Delivery Innovation etc. Knowledge of the PFMA, MFMA, Public Service Act, Public Service Regulations, Building Regulations, etc. Honesty and integrity, Computer skills. A valid driver's licence. Verbal, written and communication skills. Ability to motivate staff. Be a team leader and handle pressure.

Key Performance Areas: To render Engineering and Quality Assurance Services. Facilitate and coordinate the development of infrastructure projects for human settlements. Render technical and professional services. Render quality assurance and inspection services. Coordinate environmental impact assessment. Manage and coordinate geotechnical reports and variations. To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management Systems (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the Implementation of programmes/projects per district. Approve project stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent(s).

COMPONENT : ENGINEERING SERVICES AND QUALITY ASSURANCE
POST : 2X ENGINEER (PRODUCTION) GRADE (A-B)
STATION : 1X NKANGALA
1X GERT SIBANDE
SALARY : R 795 147.00 P.A. (OSD ALL INCLUSIVE PACKAGE)
SALARY LEVEL : OSD
REF : 2023/DHS/E/ESQA/NKA/02
2023/ DHS/E/ESQA/GRT/03

Requirements: National Senior Certificate, a recognized Bachelor Degree in Engineering and related disciplines in the Engineering or equivalent qualification as well as a minimum of five (5) years' experience at Junior Management level in the Engineering and /or Human Settlements and Housing Sector. Be registered with the relevant Engineering Council ECSA (Civil/Structural Engineer) Pr. Eng. or Pr. Tech Eng. Three-five years' experience post qualification. Ability to fulfil the following core management competencies Strategic Capacity and Leadership Programme and Project Management Financial Management Change Management Knowledge Management Service delivery innovation Problem Solving and analysis People management and empowerment Client orientation and customer focus Communication skills Honesty and integrity knowledge of the PFMA, MFMA, Public Service Act, Public Service Regulations, Building Regulations, etc. Computer skills. A valid driver's license. Verbal, written and communication skills. Ability to motivate staff. Be a team leader and handle pressure.

Key Performance Areas: To render Engineering and Quality Assurance Services. Facilitate and coordinate the development of infrastructure projects for human settlements. Render technical and professional services. Render quality assurance and inspection services. Coordinate environmental impact assessment. Manage and coordinate geotechnical reports and variations. To assist to manage the delivery of the infrastructure

built environment programmes and projects in line with the Provincial Infrastructure Delivery Management Systems (IDMS). Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the Implementation of programmes/projects per district. Approve project stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent (s).

COMPONENT : ENGINEERING SERVICES AND QUALITY ASSURANCE
POST : 2X PROJECT COORDINATOR
STATION : HEAD OFFICE
SALARY : R 811 560.00 P.A. (MMS INCLUSIVE PACKAGE)
SALARY LEVEL : 11
POST TYPE : (03 YEARS) CONTRACT
REF : 2023/DHS/PC/HO/04

Requirements: National Senior Certificate, a recognized Bachelor Degree/ B-Tech in construction management or and related disciplines in the built environment as well as a minimum of three (3) years post qualification experience in the Engineering and /or Human Settlements and Housing Sector. Proven experience as a construction project coordinator or similar role. Familiarity with construction project management software; Proficient in MS Office Suite, specifically Excel, Word and PowerPoint; Strong organizational and communication skills; Ability to work independently and manage multiple tasks and priorities; Strong interpersonal skills and ability to work effectively in a team environment; Strong attention to detail and ability to identify and resolve problems; Understanding of South African building codes, Housing Code and other construction related regulations; Registration with ECSA or SACPCMP will be an added advantage; A valid driver's license

Key Performance Areas: to work in a fast-paced environment and handle multiple projects simultaneously; Coordinate and schedule construction project and programmes; Monitor project progress and make adjustments as necessary to ensure completion within established timeframe and budget; Managing project documentation, including contracts, invoices, and change orders; Communicate with project stakeholders, including clients, contractors, and project team members, to ensure that project requirements are met; Coordinate and participate in project meetings and provide regular updates on project progress; Manage project documentation and ensure that all necessary information is readily available to project team members and other stakeholders; Collaborate with project manager/Engineers to develop project goals and objectives, and to identify and resolve any issues that may arise during the project; Identifying and resolving project issues and conflicts; Assisting in the development of project plans and schedules; Assisting in the preparation of project budgets and cost estimates; Assisting in the management of change orders and claims; Assisting in the preparation of project reports and status updates; Assisting in the management of project close-out and final handover; Assisting in the management of project risks and issues; Assisting in the monitoring of project progress and performance

COMPONENT : ENGINEERING SERVICES AND QUALITY ASSURANCE
POST : 3X CONTROL ENGINEERING TECHNICIAN
STATION : 2X NKANGALA;
1X EHLANZENI
SALARY : R499 275.00 P.A (OSD INCLUSIVE PACKAGE)
SALARY LEVEL : OSD (GRADE A-B)
POST TYPE : PERMANENT
REF : 2023/DHS/E/CET/NKA/05
2023/DHS/E/CET/EHL/06

Requirements: A National Senior Certificate, a Bachelor Degree / B Tech in Engineering or relevant. Six years post qualification Engineering Technologist experience required. Compulsory registration with the ECSA as a Technologist. A valid and unexpired driver's license with the exception of persons with disabilities. Experience in providing technological advisory service and in evaluating and providing quality assurance of technical designs and drawings with specifications and making

recommendations for approval by the relevant authority; Experience in planning technological and or technical support to engineers; Practical experience in mentoring of graduate interns and training; Understanding of ECSA professional mentorship will be an added advantage; Knowledge of contract administration, project management and proven knowledge of technical drawing and design. Understanding of procurement processes in the Public sector. Sound financial planning and management. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes include MS Projects is highly recommended. Ability to work with design software like AutoCAD Civil 3d will be an added advantage. Willingness to mentor and guide candidates towards the professional registrations.

Key Performance Areas: Provide and manage technological advisory services. Ensure adherence and promotion of safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of Graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological and related personnel and assets. Manage administrative and related functions. Monitoring and supervise the evaluation of technological designs and drawings. Solve broadly defined technological challenges using application and proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline) Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Manage and maintain interpersonal Relationships with stakeholders.

COMPONENT : INTERNAL CONTROL & COMPLIANCE MONITORING
POST : DEPUTY DIRECTOR
STATION : HEAD OFFICE
SALARY : R 811 560.00 P.A (MMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 11
REF : 2023/DHS/DD/ICCM/HO/07

Requirements: National Senior Certificate; a recognized Bachelor's Degree/ B Tech in Financial Management or relevant qualification. At least three (3) years' functional experience in Finance environment at an Assistant Director Level or entry management level. Knowledge: Treasury and investment models, tools processes and techniques. Legislative Requirement: PFMA and National Treasury Regulations, Public service Act and Public Service Regulation. Skills: Business Writing Skills, Budgeting and Financial Management, Communication both verbal and written, People and Performance Management, Managing inter-personal conflict, Planning and organising, Problem solving. Statistical skill, Analytical skills, Financial reporting skills. Core Management Competencies: Strategic Capability and Leadership. Communication and liaison skills, analytical skills, Problem solving skills, Coordination skills and People Management and Empowerment skills. Policy Development and Implementation skills. Attributes: Creative and Innovative.

Key Performance Areas: Render internal Control Services within the department. Manage entity oversight and financial performance. Manage effective audit coordination, governance and financial regulatory framework. Strengthen Supply Chain performance structures. Management Reporting Frameworks to Treasury. Independent review of system controllers. Manage all resource in the sub-directorate.

COMPONENT : INTERNAL AUDIT
POST : DEPUTY DIRECTOR
STATION : HEAD OFFICE
SALARY : R 811 560.00 P.A. (MMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 11
REF : 2023/DHS/DD/IA/HO/08

Requirements: A National Senior Certificate, a three (3) year Bachelor's Degree/ B Tech in Auditing/Accounting. Professional Internal Auditor (PIA) or Certified Internal Auditor (CIA) or CA (SA). Practicing Internal Auditor with three (3) appropriate experience. Professional Registration with the Institute for Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA). Driver's License. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

Key Performance Areas: Assist the Chief Financial Officer during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

COMPONENT : ASSET MANAGEMENT
POST : DEPUTY DIRECTOR
STATION : HEAD OFFICE
SALARY : R 811 560.00 P.A. (MMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 11
REF : 2023/DHS/AM/DD/HO/09

Requirements: National Senior Certificate; a recognized Bachelor's Degree/ B Tech in Financial Management or relevant qualification. Post Graduate Qualification will be an added advantage. At least three (3) years' experience at Junior Management level within the finance division. Sufficient experience in the field of Logistics and Assets Management. Knowledge of the Public Service Regulatory Frameworks. Knowledge and understanding of the Supply Chain Management Framework. Knowledge on the completion of Annual Financial Statement. Knowledge of Assets and Inventory System e.g. LOGIS. Core Management Competencies: Strategic Capability and Leadership. Communication and liaison skills, analytical skills, Problem solving skills, Coordination skills and People Management and Empowerment skills. Policy Development and Implementation skills. Attributes: Creative and Innovative. Ability to work under pressure and able to meet deadline. Computer literacy and a valid driver's licence.

Key Performance Areas: Manager and maintained Departmental assets and inventory register. Manage expenditure of goods procured and receipt thereof. Manage and maintain departmental pool vehicles. Management and losses and disposal of absolute assets and inventory. Provide technical advisory services to all relevant stakeholders. Manage and lead the asset management unit.

COMPONENT : RECORDS MANAGEMENT & AUXILIARY SERVICES
POST : DEPUTY DIRECTOR
STATION : HEAD OFFICE
SALARY : R 811 560.00 P.A. (MMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 11
REF : 2023/DHS/DD/RMAS/HO/10

Requirements: National Senior Certificate, a Bachelor's Degree/ B Tech in Records Management/ Public administration or Archives, or equivalent qualification. A minimum of 3-5 years' experience in Records Management at junior management level. Knowledge and understanding of the Records Management/ Archiving Services. Knowledge of electronic Record Management and digital preservation issues. Knowledge of public service legislation and regulations is essential. A valid driver's license. Decision making, problem solving, facilitation, presentation, people management and empowerment, as well as able to work under pressure competencies: in-depth knowledge of Planning, Communication, Project Management and Evaluation. Excellent knowledge on Excel and Power Point

Key Performance Areas: Development and implementation of a Departmental File Plan in line with the Provincial Archive Plan Strategy. Establish and maintain records for the Department. Manage Records Management Registry Services and production/ archiving as well as disposal services. Monitor the smooth running of paper-based and electronic record system. Ensure compliance with Departmental file plan and policies. Liaise with Provincial and National Archives on Records Management. Facilitate records management workshops. Ensure proper records management and documents tracking. Monthly reporting requirements and provide analysis of records manually and electronically. Maintain safety and confidentiality of documents. Manage messenger, receptionist and cleaning services.

COMPONENT : INFORMATION & COMMUNICATIONS TECHNOLOGY
POST : DEPUTY DIRECTOR

STATION : HEAD OFFICE
SALARY : R958 824.00 P.A. (MMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 12
REF : 2023/DHS/DD/ICT/HO/11

Requirements: National Senior Certificate; a recognized Bachelor's Degree/ B Tech in Computer Science or equivalent qualification as recognized by SAQA with relevant 3-5 years junior Management experience in Information Management System and Technology. Excellent knowledge of IT Architecture Planning; LAN; IT Security; Project Management and Current Technology Development; Communication Skills; Strong Analytical and Conceptual Skills; Capabilities in effectively managing the daily operations; Ability to plan and priorities; Experience in the development of a master systems plan, policy, procedure and guideline. Knowledge of the Public Financial Management Act (PFMA), Service Delivery (Batho Pele), Treasury Regulations and Practice Notes, Public Service Regulatory Framework (PSRF) and Labour Relations Act, Knowledge of standards for the professional practice of internal auditing, Detailed knowledge of Anti-Fraud and Anti-Corruption Framework; Public Service Risk Management Framework; Provincial Risk Management Framework; Public Sector Integrity Management Framework; Minimum Anticorruption Capacity Standards. (MAC); Minimum Information Security System (MISS) and Prevention and Combating of Corrupt Activities Act (PRECCA), Knowledge of MTEF budget compilation and analysis as well as basic accounting system (BAS), Knowledge of Public Service Regulations and public service code of conduct, Problem-solving, analytical and numeracy skills, Analytical and quantitative method tools skills, Good research, report writing and investigation skills, Policy interpretation/ analysis and development skills, Project planning and management as well as change management skills, Good financial management skills, Presentation and facilitation skills, Statistical and quantitative analysis skills, Good communication (verbal & written) as well as interpersonal relations skills, Self-discipline and ability to work under pressure, Knowledge of advanced MS Office applications including internet and intranet, A valid driver's licence, Knowledge of Team Mate will be an added advantage.

Key Performance Areas: Establish an Information Technology plan to effect to the strategic direction of the department. Develop and implement departmental IT policies and strategies, regulations, standards, norms, guidelines, best practices and procedures. Derived iron those nationally developed by the GITO Council and DPSA. Represent the Department at GITO Council. Create and enabling environment for other managers to perform their functions more effectively and efficiently. Manage relationships with SITA and other suppliers of Information Technology goods and Services. Ensure the development and training of members in the Department in relevant Information Technology matters. Manage and support all departmental systems, such as the website, Transversal Systems (HSS, BAS, Logis, Persal, etc.) Develop an information management and information technology enablers. Render ICT governance and management processes. Manage and coordinate the acquisition, installation and maintenance of new ICT systems. Provide users support and systems maintenance. Ensure ICT functionality and systems security and manage and monitor the implementation of ICT projects

COMPONENT : TRANSVERSAL SERVICES
POST : DEPUTY DIRECTOR
STATION : HEAD OFFICE
SALARY : R811 560.00 (MMS ALL INCLUSIVE PACKAGE)
SALARY LEVEL : 11
REF : 2023/DHS/DD/TS/12

Requirements: National Senior Certificate, a recognized 3 years Bachelor's Degree in Public Administration /Social Sciences 3-5 years' relevant experience in a Transversal services. Key requirements: Experience in coordinating the delivery of transversal, management, leadership, mentoring and coaching programmes. Experience in financial management, project management, report writing, stakeholder management, training and development. Communication skills (verbal and written), presentation skills, research skills, facilitation skills, learning and development principles and methodologies, planning and organising, finance & non-financial management, mentoring and coaching. Able to develop transversal strategies and related policies, Treasury Regulations and Public Finance Management. Proficient in MS Office packages. Willingness to travel as and when required.

Key Performance Areas: Coordinate the delivery of Transversal Programmes. Ensure that resource allocation is considerate of youth development and empowerment. Facilitate the integration of disability in the entire development process. Ensure gender equality, promote rights of children and also promote the rights of older people. Conduct research and bench-marking advice on transversal programmes best practice. Facilitate the procurement of services providers for the delivery of transversal programmes i.e. draft Terms of Reference, arrange adjudication meetings, compile submissions for approval of the delivery of training programmes, facilitate briefing sessions,

and facilitate the contracting of service providers. Establish and build partnerships with the DTI business units, role players and external stakeholders. Provide advice on the implementation of transversal programmes. Market and communicate transversal training programmes internally. Compile monthly, quarterly and annually programme evaluation reports. Assisting with reviewing of manuals. Coordinate the delivery of Management and Leadership programmes: Create awareness of the programme. Develop mentoring and coaching agreements. Conduct need analysis. Identify and match mentors and mentees. Coordinate training of mentors and mentees. Evaluate the impact of the programme. Financial Management: Facilitate the auditing of all records and payment made.

COMPONENT : LEGAL SERVICES
POST : SENIOR LEGAL ADMINISTRATION OFFICER - (MR6)
STATION : HEAD OFFICE
SALARY : R844 572.00 – R962 760.00 P.A. (OSD ALL INCLUSIVE PACKAGE)
SALARY LEVEL : OSD (salary will be determined in accordance with relevant Qualifications and experience)
REF : 2023/DHS/LS/SLAO/HO/13

Requirements: A National Senior Certificate and LLB Degree or equivalent coupled with a minimum of 8 years experience at junior management in the legal environment. Understanding of Public Service policy and legislative framework. Be an Advocate or Attorney of the Republic of South Africa. Basic understanding South African legislation and in particular, those applicable to the Public Service including but not limited to a thorough knowledge of Administrative law. Public Finance Management Act (PFMA) and related regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related regulations, Promotion of Access to Justice Act (PAJA), Promotion to Access of Information Act (PAIA), Protection of Personal Information Act (POPIA) and other related prescripts including the ability the interpret the law, ability to conduct legal research, ability to draft and provide comprehensive and well researched legal opinions and advise; Experience in drafting legislation both primary and subordinate legislation. Ability to analyse and comment on draft legislation, and the implications thereof. Proven experience in litigation; ability to draft, review, vet policies, contracts, SLAs, and Memorandum of Understanding (MOU). Computer literacy, basic good communication skills (written and verbal); Good interpersonal and intercultural relations; legal research and report writing skills; Policy Analysis and Interpretation; Innovation, Accuracy and attention to detail, Team player and ability to meet deadlines. Should be willing to work under pressure and irregular/ long hours where required and necessary.

Key Performance Areas: Provide litigation management and related support services, including alternative dispute resolution and act as liaison between the State Attorney and for appointed counsel and prepare litigation reports for submission to relevant forums. Draft legislation (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislation; prepare legislation reports for submission to relevant forums. Drafting and vetting (scrutinising) of contracts, Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), and related legal documents and including contract management. Policies; conduct vetting of policies and support the policy drafting process. Provide well-researched legal opinions and advice in complex matters relating to the operations of the Department. Provide legal and admin support in terms of the PAIA through administering PAIA related processes and assisting the Deputy Information Officer in processing PAIA request. Advise on all aspects of PAIA and ensure compliance with PAJA.

COMPONENT : PROGRAMME AND PROJECT MANAGEMENT
POST : 3 X CONSTRUCTION PROJECT MANAGERS (GRADE A-B)
STATION : 1X NKANGALA;
1X GERT SIBANDE;
1X EHLANZENI
SALARY : R 795 147.00 (OSD ALL INCLUSIVE PACK)
SALARY LEVEL : OSD
REF : 2023/DHS/CPM/NKA/14
2023/DHS/CPM/GRT/15
2023/DHS/CPM/EHL/16

Requirements: A National Senior Certificate, a recognized Bachelor/ B-Tech in Construction Project Management or relevant qualification in Build environment. A Post Graduate in the relevant discipline will be an added advantage. A minimum of (03) year experience with a minimum of (3-5) certifying experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge and understanding of various relevant Prescripts, Policies and Guidelines that governs the

built environment, Project Management skills, and knowledge of research and development. Key Competences: Financial Management and People Management, Service Delivery Innovations, Analytical Skills and Project Management. Good communication, Interpretation personal, computer literacy and time management skills. Ability to work under pressure and able to meet deadline. A valid driver's licence.

Key Performance Areas: Manage and coordinate all aspects of projects. Project accounting and Financial management of housing projects, office administration functions related projects, research and development. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Ensure that the needs of clients are well interpreted into manageable scopes of work. Report project progress to Chief construction Project Manager, and Manage project budget and resources. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit.

COMPONENT : INTEGRATED HUMAN SETTLEMENTS PLANNING
POST : 3X TOWN & REGIONAL PLANNER
STATION : 1X EHLANZENI;
1X NKANGALA;
1X GERT SIBANDE
SALARY : R 687 879 P.A. (OSD ALL INCLUSIVE PACKAGE)
SALARY LEVEL : OSD (GRADE A-B)
REF : 2023/DHS/IHSP/TRP/NKA/17
2023/DHS/IHSP/TRP/GRT/18
2023/DHS/IHSP/TRP/EHL/29

Requirements: A National Senior Certificate, a recognized Bachelor Degree/ B-Tech in Town and Regional Planning with 3-5 years' post qualification professional experience. Candidates must be registered with relevant registration council (SACPLAN/ SAPI) as a Professional Planner. Essential knowledge, skills and competencies: The successful candidate must: Have knowledge and understanding of Town and Regional Planning, Legal operational compliance. Have knowledge of relevant legislation and town and regional planning systems and principles. Be able to undertake research and development. Have programme and project management knowledge and experience; be computer literate in MS Office Suite. Be capable of planning, organisation and execution. Have analytical, communication, listening, project management, team development and problem solving skills and have a valid driver's licence.

Key Performance Areas: The successful candidate will be required to: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage Site Clearance Standards as agreed with Project Managers. Plan and design to ensure sustainable human settlement. Facilitate the compilation of Spatial Development Frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate Land use Management Schemes (LUMS). Mentor, train and develop candidate town and regional planners.

COMPONENT : INTEGRATED HUMAN SETTLEMENTS PLANNING
POST : 2X CANDIDATE TOWN & REGIONAL PLANNER
STATION : HEAD OFFICE
SALARY : R 598 062.00 P.A. (OSD ALL INCLUSIVE PACKAGE)
SALARY LEVEL : OSD
POST TYPE : (03 YEARS) CONTRACT
REF : 2023/DHS/CTRP/HO/20

Requirements: A National Senior Certificate, a recognized Bachelor Degree/ B-Tech in Town and Regional Planning. Candidates must be registered with relevant registration council (SACPLAN/ SAPI) as a candidate Planner. Essential knowledge, the successful candidate must: Have knowledge and understanding of Town and Regional Planning, Legal operational compliance. Have knowledge of relevant legislation and town and regional planning systems and principles. Be able to undertake research and development. Have programme and project management knowledge and experience; be computer literate in MS Office Suite. Be capable of planning, organisation and execution. Have analytical, communication, listening,

project management, team development and problem solving skills and have a valid driver's licence.

Key Performance Areas: The successful candidate will be required to: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage Site Clearance Standards as agreed with Project Managers.

COMPONENT : INTERNAL CONTROL & COMPLIANCE
POST : ASSISTANT DIRECTOR
STATION : HEAD OFFICE
SALARY : R424 104.00 P.A
SALARY LEVEL : 9
REF : 2023/DHS/ICC/ASD/HO/21

Requirements: A National Senior Certificate, a recognized B Com Degree/ B Tech in Accounting/ Auditing/ Internal Audit/ Risk Management. 3 years' experience in an audit and risk management field. Registration as a Certified Internal Auditor will be an added advantage. Core competencies: people management and empowerment, programme and project management, risk management and internal control and 5 change management. Process competencies: knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus and ability to communicate well (written and verbally). Technical competencies: knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Generally Accepted Accounting Practice (GAAP), Generally Recognised Accounting Principles (GRAP) and Basic Accounting System (BAS), policy development, statistical and qualitative analysis, advance computer proficiency in MS office, general ledger reconciliation and analysis and research and/ or audit report writing.

Key Performance Areas: To manage internal control and compliance services. Develop, implement and maintain internal control monitoring and evaluation mechanisms. Monitor the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related systems (e.g. BAS, LOGIS, PERSAL and Supplier Database) inspections to identify ineffective internal controls in the Department and report on internal control deficiencies with recommendations to Top Management. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance process (e.g. response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies. Develop, implement and maintain a financial information retention/repository system. Facilitate the implementation and maintenance of the Departmental loss control system and serve as Secretariat of the Departmental Loss Control Committee.

COMPONENT : LAND ACQUISITION
POST : ASSISTANT DIRECTOR
STATION : HEAD OFFICE
SALARY : R424 104.00 P.A
SALARY LEVEL : 09
REF : 2023/DHS/ASD/LA/HO/22

Requirements: National Senior Certificate, a recognized Bachelor's Degree/ B-Tech in Public Management/Social Sciences/Property Management with 3 years working experience in relevant field. A Law Degree with experience in Conveyancing will be an added advantage. Understanding of the relevant acts/prescripts and legislations. Ability to collect and collate data. Ability to work under pressure Computer literate. Sound knowledge of the land administration. Experience in working with various stakeholders. Good communication skills and conflict management. A valid drivers' licence is compulsory. Skills and Competencies: Knowledge of service delivery (Batho Pele). Sound knowledge and understanding of transfer and land ownership. Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness and customer orientated.

Key Performance Areas: To coordinate land acquisition and tenure services. Facilitate the transfer of residential property to subsidy beneficiaries. Facilitate the process of land procurement. Convening of negotiation meetings. Create payment certificates for Conveyancers for work done. Facilitate the process of Title Deeds Handover Events. Monthly, quarterly and annual reporting, attend to other work related duties. To

assist with housing subsidy system for verification of beneficial approval. Do deeds searches. Prepare consent certificates of pre-emptive and mortgage binds certificates, special power of attorney and endorsement of title deed in terms of section 10A and 10B of Housing Act 107 of 1997 as amended. Ensure transfer of housing units qualifying beneficiaries in conjunction with conveyancers and municipalities.

COMPONENT : SUBSIDY ADMINISTRATION
POST : 2 X ASSISTANT DIRECTORS
STATION : 1 X NKANGALA, 1 X EHLANZENI
SALARY : R424 104.00 P.A
SALARY LEVEL : 09
REF : 2023/DHS/SA/ASD/NKA/23
2023/DHS/SA/ASD/EHL/24

Requirements: A National Senior Certificate, a recognised Degree/ B Tech in Social Science/Public Administration/ Public Management/Development Studies or other equivalent qualification with 3 years' experience preferably in the housing subsidy scheme/system environment. Sound computer skills especially with the MS office package. Sound knowledge of Human Settlements policies and procedure especially all aspects of Beneficiary administration and processing. Planning and organisational skills, Good interpersonal skills, both written and verbal communication skills. Ability to execute tasks under tight deadlines and attention to details. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills. Must possess a valid driver's licence.

Key Performance Areas: Attend to matters of beneficiary management, edit and verify forms, thoroughly investigate search exceptions and resolve them in line with the Housing Code. Perform supervisory functions, Assist in the formulation of reports. Attend to the enquiries and correspondence from all stakeholders, Oversee capturing of housing subsidy forms in line with applicable policies, Ensure the proper filing and archiving of forms.

COMPONENT : RENTAL HOUSING & PROPERTY MANAGEMENT
POST : ASSISTANT DIRECTOR
STATION : HEAD OFFICE
SALARY : R 424 104.00 P.A.
SALARY LEVEL : 09
REF : 2023/DHS/ASD/RHPM/HO/25

Requirements: A National Senior Certificate, a recognized Bachelor's Degree/ B Tech in Social Sciences or Public Management. 3 years' relevant experience. Extensive knowledge of Public Service prescripts. Understanding and knowledge of all relevant legislation within the Special Projects Environment. Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness and customer orientated. A valid driver's licence.

Key Performance Areas: To manage rental housing and properties. Implement rental legislations, policies and strategies. Provide and upgrade community residential units. Provide rental stock (inclusive of rental stock secured through public-private partnerships) and rental expertise. Oversee Social Housing Institutions. Facilitate and monitor the implementation of community residential unit's projects. Provide support to social housing institutions. Monitor the performance of employees. Organize and co-ordinate rental housing steering committees. Assist in the implementation of social housing project. Provide support functions to the senior managers. Coordinate and manage projects initiated from the office of the Chief Director/ Director. Prepare project related presentations and assist the Deputy Director in compiling consolidated project reports. Ensure there are no duplication, updating and safe keeping of all project records and documents. Consolidate monthly reports and submit to all relevant stakeholders. Conduct research and gather information to support the Deputy Director in decision making. To participate in the office management meetings. Set up and maintain Project Management Directory that will contribute towards the availability of project data and improve efficiencies in the office.

COMPONENT : INTERNAL AUDIT
POST : ASSISTANT DIRECTOR
STATION : HEAD OFFICE
SALARY : R424 104.00
SALARY LEVEL : 09
REF : 2023/DHS/ASD/IA/HO/26

Requirements: A three year tertiary qualification (NQF level 6) in Auditing/Accounting. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) or Certified Internal Auditor (CIA) or CA (SA). Practising Internal Auditor with appropriate experience. Professional Registration with the Institute for Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA). Driver's License. Proficient Computer

Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

Key Performance Areas: Assist the sub-directorate during the strategic planning process and with the planning of audit activities. Support audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

COMPONENT : BENEFICIARY MANAGEMENT
POST : 3 X ASSISTANT DIRECTOR
STATION : 1X NKANGALA,
1X GERT SIBANDE,
1X EHLANZENI
SALARY : R424 104.00 P.A.
SALARY LEVEL : 09
REF : 2021/DHS/ASD/BM/NKA/27
2021/DHS/ASD/BM/GRT/28
2021/DHS/ASD/BM/EHL/29

Requirements: National Senior Certificate, a Bachelor / B.Tech in Social Science / Public Administration / Public Management / Development Studies and equivalent with 3 years' experience. Human Settlements experience will be an added advantage. Sound up to date knowledge of human settlement policies, prescripts and legislation, National Housing Code and Public Finance Management Act (PFMA). Advanced knowledge and experience in MS office package. Sound knowledge of the HSS and more especially the NHNR reports modules. Ability to execute tasks under tight deadlines and attention to details. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills. Must possess a valid driver's licence.

Key Performance Areas: To provide social facilitation to human settlements beneficiaries. Monitoring the use of the NHNR with Municipalities and the implementation thereof ensuring that all Municipal allocation procedures are in line with Departmental policies and directives. Vigorously pursuing and receive duly authorised beneficiary lists from Municipalities timeously, to verify that they adhere to existing policies. Ensuring that all projects have their full complement of beneficiaries. Registering and tracking of all incoming and outgoing beneficiary lists. Verification of beneficiary details. To attend to enquiries from beneficiaries and potential beneficiaries. Liaison with all relevant stakeholders. To provide analytic weekly, monthly and quarterly reports. Develop and maintain monitoring instruments and procedures to assess the impact and value of programmes and projects. Prepare and submit formal and informal reports for decision makers and supervisors. Support the allocated resources of the sub-directorate.

COMPONENT : LEGAL SERVICES
POST : LEGAL ADMINISTRATION OFFICER- Gr 5
STATION : HEAD OFFICE
SALARY : R420 624.00 – R844 572.00 (PA)
SALARY LEVEL : OSD (salary will be determined in accordance with relevant Qualifications and experience)
REF : 2023/DHS/LAO/HO/30

Requirements: A Senior Certificate and LLB Degree or relevant qualification. At least 8 years experience in the legal environment. Understanding of Public Service policy and legislative framework. Basic understanding South African legislation and in particular, those applicable to the Public Service including but not limited to a thorough knowledge of Administrative law. Public Finance Management Act (PFMA) and related regulations, Labour Relations Act (LRA), Public Service Act (PSA) and related regulations, Promotion of Access to Justice Act (PAJA), Promotion of Access of Information Act (PAIA), Protection of Personal Information Act (POPIA) and other related prescripts including the ability to interpret the law, ability to conduct legal research, ability to draft and provide comprehensive and well researched legal opinions and advise; Experience in drafting legislation both primary and subordinate legislation. Ability to analyse and comment on draft legislation, and the implications thereof. Proven experience in litigation; ability to draft, review, vet policies, contracts, SLAs, and Memorandum of Understanding (MOU).

Computer literacy, basic good communication skills (written and verbal); Good interpersonal and intercultural relations; legal research and report writing skills; Policy Analysis and Interpretation; Innovation, Accuracy and attention to detail, Team player and ability to meet deadlines. Should be willing to work under pressure and irregular/ long hours where required and necessary.

Key Performance Areas: Provide litigation management and related support services, including alternative dispute resolution and act as liaison between the State Attorney and for appointed counsel and prepare litigation reports for submission to relevant forums. Draft legislation (both primary and subordinate) and also provide legal support relating to the interpretation and drafting of legislation; prepare legislation reports for submission to relevant forums. Drafting and vetting (scrutinising) of contracts, Memorandum of Understanding (MOUs) and Service Level Agreements (SLAs), and related legal documents and including contract management. Policies; conduct vetting of policies and support the policy drafting process. Provide well-researched legal opinions and advice in complex matters relating to the operations of the Department. Provide legal and admin support in terms of the PAIA through administering PAIA related processes and assisting the Deputy Information Officer in processing PAIA request. Advise on all aspects of PAIA and ensure compliance with PAJA.

COMPONENT : SUBSIDY AND BENEFICIARY ADMINISTRATION
POST : SUB-SYSTEM CONTROLLER
STATION : HEAD OFFICE
SALARY : R359 517.00 P.A.
SALARY LEVEL : 08
REF : 2023/DHS/SSC/SBA/HO/31

Requirements: A National Senior Certificate, a recognized Bachelor's Degree/ B-Tech qualification. Sound up to date knowledge of human settlement policies, prescripts, programme classification and legislation. Knowledge and experience in the use of the HSS especially in relation to project and budget creation on HSS. In depth knowledge of the MS office package especially Excel including the drawing up of specialised reports from HSS and analysing on Excel etc. and a valid driver's licence.

Key Performance Areas: Assist in the smooth functioning of the HSS in the Province by rendering of support functions to head office as well as the three district offices relating to the Housing Subsidy System. Assist in the capturing new Service provider appointments and update contractor information on HSS including. Co-ordination of new users, ensure user access forms are properly filled, signed and submitted to national for implementation and filed appropriately. Assist in the checking and verifying all deletion requests from District offices for transmission to the national Department. Monitor/amend user access of all HSS users in the province and provide quarterly reports in this regard and undertake quarterly user verification assessments. Preparing reports relating to the Housing Subsidy System as requested by management and all other relevant stakeholders. To deal with NHNR and HSS queries. Assist in the regular clean-up of data on HSS.

COMPONENT : INFORMATION & COMMUNICATIONS TECHNOLOGY
POST : INFORMATION TECHNOLOGY OFFICER
STATION : HEAD OFFICE
SALARY : R294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/ICT/ITO/HO/32

Requirements: A National Senior Certificate, a recognized National Diploma / Degree (NQF level 6/7) or End User Computing Level 3, A Plus (A+) and N Plus (N+) or any relevant IT qualification. At least 3 years working experience as an IT Technician. Technical knowledge and experience of the following is highly recommended: Routers,hubs,switches,network protocols as well as knowledge supporting governmental Microsoft/ Linux environments. Sound knowledge and experience in supporting governmental transversal systems namely BAS, PERSAL and LOGIS will be an added benefit. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid drivers license. Ability to work under pressure and able to meet deadline. A valid driver's licence.

Key Performance Areas: The successful candidate will be responsible for Installation, configuration and support of network servers, computer equipment and computer applications. Repair of computer equipment like servers, PC's and printers. Rendering backup services, Render support service to users. Manage IT Resource, Coordinate support on office automation services such as telephone systems copiers and faxes. Provide support on mangement system, transversal system.

COMPONENT : EMPLOYEE RELATIONS AND

PEOPLE MANAGEMENT

POST : ADMINISTRATIVE OFFICER
STATION : 1X HEAD OFFICE
SALARY : R294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/ER&PM/AO/33

Requirements: A National senior certificate with at least 3 years' experience in Labour relations environment, an appropriate 3 (three) year tertiary qualification National Diploma/ in Labour Relations/ Human Resource Management. PERSAL Introduction will be an added advantage. Knowledge. And understanding of the Labour Relations Framework and related prescripts/ resolutions, Public Service Regulations, Public Service Act and Employee Relations Practices. Skills Profile: Communication (written & verbal), presentation and facilitation and people management skills. Literacy in Microsoft Office, Microsoft Word, Microsoft PowerPoint. Have good ethical behaviour and ability to handle highly classified information. A valid driver's licence

Key Performance Areas: Promote sound Employee relations in the Department. Open new files Misconduct, complaints, Grievances and Disputes cases) Update / track all cases and update files. Assist in conducting investigations. Compile sectional reports on complaints. Grievances, Misconduct and dispute cases. Coordinate workshops/ trainings, disciplinary enquiries, grievance meetings and arbitrations set down. Submit weekly/monthly reports on labour relation cases. Capture and update all cases on the PERSAL, System. Manage incoming and outgoing documents. Provide all administrative support and liaise with stakeholders.

COMPONENT : SUBSIDY ADMINISTRATION
POST : 3X ADMINISTRATIVE OFFICER
STATION : 2X GERT SIBANDE;
1X NKANGALA
SALARY : R 294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/SA/AO/GRT/34
2023/DHS/SA/AO/NKA/35

Requirements: A National Senior Certificate, a recognized National Diploma / Degree and or Advanced Diploma on a relevant tertiary qualification. At least two years relevant experience preferably in the housing subsidy scheme/system environment would be an advantage. Knowledge of Human settlements policy and prescripts. Sound computer skills especially with the MS office package. Valid driver's licence is compulsory.

Key Performance Areas: Maintain and update the register of all incoming and outgoing forms. Undertake procedural checking of all incoming forms in line with the Housing Code. Capture subsidy application forms on the Housing Subsidy System. Attend to the walk in and telephonic enquiries from all stakeholders e.g. beneficiaries, contractors, municipalities. Ensure the proper filing and archiving of forms.

COMPONENT : COMMUNITY EMPOWERMENT AND STAKEHOLDER ENGAGEMENT
POST : COMMUNITY LIAISON OFFICER
STATION : 1X NKANGALA
SALARY : R 294 321.00 P.A.
SALARY LEVEL : 07
REF NO. : 2023/DHS/CESE/CLO/NKA/36

Requirements: A National Senior Certificate, a recognized National Diploma / Degree and or Advanced Diploma or a relevant tertiary qualification. At least two years relevant experience preferably in the housing subsidy scheme/system environment would be an advantage. Knowledge of Human settlements policy and prescripts. Sound computer skills especially with the MS office package. Driver's licence is compulsory.

Key Performance Areas: Maintain and update the register of all incoming and outgoing forms. Undertake procedural checking of all incoming forms in line with the Housing Code. Capture subsidy application forms on the Housing Subsidy System. Attend to the walk in and telephonic enquiries from all stakeholders (i.e. beneficiaries, contractors, municipalities). Ensure the proper filing and archiving of forms.

COMPONENT : LOGISTIC MANAGEMENT
POST : ADMINISTRATIVE OFFICER
STATION : HEAD OFFICE
SALARY : R294 321.00 P.A.
SALARY LEVEL : 07
POST TYPE : PERMANENT
REF : 2023/DHS/AO/LM/HO/37

Requirements: A National Senior Certificate, a recognized National Diploma / Degree in Supply Chain Management and relevant qualification. Plus 2 years' functional experience LOGIS /BAS Certificate. Public Management/ Financial Management/ Economics will be added as an advantage. Extensive knowledge of SCM in Public Sector. Understanding of PFMA, Treasury Regulations. Driver's licence.

Key Performance Areas: To render a professional supply chain management services. Ensure the implementation and maintenance of Supply Chain Management Practices concerning Logistics and Stores and maintenance of supply management processes in the institutions to contribute to the rendering of a professional Supply Chain Management Service. Render Supply Chain Management Advisory service by investigating, analysing, benchmarking and interpreting legislations and prescripts and other Supply Chain Management related issues to promote an effective Supply Chain Management environment. Approve and verify all documents and transactions on LOGIS according to delegations. Prepare reports on Supply Chain Management issues and statistics.

COMPONENT : SALARY ADMINISTRATION
POST : ADMINISTRATIVE OFFICER
STATION : HEAD OFFICE
SALARY : R294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/SA/AO/HO/38

Requirements: A National Senior Certificate, a recognized National Diploma / B.Com Degree or National Diploma or equivalent finance related qualification (NQF level 6/7). At least f two years relevant working experience on Salary Administration matters. PERSAL Introductory Certificate is essential. Computer literacy is essential. Knowledge of the Public Service Regulations, PFMA, Treasury Regulations and Financial Manual is required. Good communication and problem solving skills. Sound interpersonal relations and ability to work independently.

Key Performance Areas: Administer payroll certificates. Process salary claims and advances. Ensure that deductions are promptly paid to third parties. Ensure safekeeping of documents. Administer payment of leave gratuities and discounting. Ensure recovery of salary debts. Ensure the clearance of PERSAL exceptions on BAS. Reconciliation of PERSAL to BAS interface. Liaise with Revenue and Bookkeeping Sub-directorate on identified and recovered salary debts. Assist in any salary related queries.

COMPONENT : ENGINEERING SERVICES & QUALITY ASSURANCE
POST : 2X ADMINISTRATIVE OFFICER
STATION : 1 X EHLANZENI; 1 X NKANGALA
SALARY : R 294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/ESQA/AO/EHL/39
 2023/DHS/ESQA/AO/NKA/40

Requirements: A National Senior Certificate, a recognized National Diploma in Civil Engineering or equivalent qualification. At least two years relevant experience in the Engineering field. Candidate must have vast knowledge of Construction health and safety legislations; communication and interpersonal skills; must have the ability to negotiate and resolve conflicts; must have Computer literacy skills in Microsoft Outlook, Excel and Word and must understand people's management and demonstrate team leadership; Experience in built environment will be added as an advantage.

Key Performance Areas: Monitor the construction of houses as per the time frame given. Follow up on payment of contractors. Verify payment of certified houses against milestone built on site. Attend and resolve challenges or queries on project site. Ensure that houses are built for and occupied by correct beneficiaries. Prepare monthly, Quarterly and annual reports. Ensure that the projects are closed off and completion certificates are issued to the contractors. Facilitates and monitor the construction of social Amenities, military veterans and FLISP.

COMPONENT : LAND ACQUISITION
POST : ADMINISTRATIVE OFFICER
STATION : HEAD OFFICE
SALARY : R294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/LA/AO/HO/41

Requirements: National Senior Certificate, a recognized National Diploma in Public Management, Property Management. Understanding of the relevant acts/prescripts and legislations. Ability to collect and collate data. Ability to work under pressure Computer literate. Sound knowledge of the land administration. Good communication skills and conflict management. A valid drivers' licence is compulsory. Skills and Competencies: Knowledge of service delivery (Batho Pele).

Key Performance Areas: Render administrative work for Land Acquisition and Tenure Services. Compile progress report on implemented projects. Keep records of public and departmental queries. Maintain the routine administrative correspondence of the sub-directorate. Typing and filing of correspondence and other duties assigned by the Assistant Manager. Train newly appointed secretaries on LOGIS system and other secretarial duties. Assist the public with queries relating to Housing Subsidy System Applications. To assist with housing subsidy system for verification of beneficial approval. Do deeds searches. Ensure transfer of housing units qualifying beneficiaries in conjunction with conveyancers and municipalities.

COMPONENT : TRANSVERSAL SERVICES
POST : ADMINISTRATIVE OFFICER
STATION : HEAD OFFICE
SALARY : R 294 321.00 P.A.
SALARY LEVEL : 07
REF : 2023/DHS/TS/AO/HO/42

Requirements: National Senior Certificate, a recognized National Diploma / Degree in Human Resource Management. Experience in coordinating the delivery of transversal, management, leadership, mentoring and coaching programmes. Experience in financial management, project management, report writing, stakeholder management, training and development. Communication skills (verbal and written), presentation skills, research skills, facilitation skills, learning and development principles and methodologies, planning and organising, finance & non-financial management, mentoring and coaching. Knowledge and understanding of Human Resources Development strategy in the Public Service. A valid driver's licence.

Key Performance Areas: Coordinate the delivery of Transversal Programmes. Facilitate the procurement of services providers for the delivery of transversal programmes i.e. draft Terms of Reference, arrange adjudication meetings, compile submissions for approval of the delivery of training programmes, facilitate briefing sessions, and facilitate the contracting of service providers. Establish and build partnerships with the DTI business units, role players and external stakeholders. Provide advice on the implementation of transversal programmes. Market and communicate transversal training programmes internally.

COMPONENT : HUMAN RESOURCE PRACTICE & ADMINISTRATION
POST : PERSONNEL OFFICER
STATION : HEAD OFFICE
SALARY : R202 233.00 P.A.
SALARY LEVEL : 05
REF : 2023/DHS/HRAP/PO/HO/43

Requirements: National Senior Certificate; National Diploma (N5-6) in Human Resource/ Management/ Public Administration or equivalent qualification coupled with relevant 1 year experience in recruitment and selection within the Human Resources environment. Knowledge and understanding of Public Service prescripts. Good Planning, Organising, Presentation and Report writing skills. Good Communication and interpersonal skills coupled with computer literacy in Microsoft Office, Microsoft Word, and Microsoft PowerPoint. Knowledge and understand of PERSAL Systems. Have good ethical human resource behaviour and ability to handle highly classified information. A valid driver's licence.

Key Performance Areas: Open new files (Personal Files), handle applications for employment, perform any other function as delegated by the supervisor. Assist in the capturing of employment application forms. Prioritise and assist all employees with telephone and walk in queries related to human resource matters. Track and acknowledge all incoming and outgoing documents. Ensuring order in the strong room.

COMPONENTS : RENTAL HOUSING & PROPERTY MANAGEMENT (HEAD OFFICE);
 ENGINEERING SERVICES & QUALITY ASSURANCE (NKANGALA DISTRICT);
 FINANCIAL MANAGEMENT (HEAD OFFICE);
 COMMUNICATIONS SERVICES (HEAD OFFICE);
 STRATEGIC MANAGEMENT & PLANNING (HEAD OFFICE)
 HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (HEAD OFFICE);
POST : 6X SECRETARY TO THE CHIEF DIRECTORS / DIRECTOR
STATION : 5X HEAD OFFICE; 1X NKANGALA DISTRICT OFFICE;

SALARY : R 202 233.00 P.A
SALARY LEVEL : 05
REF : 2023/DHS/S/RHPM/HO/44
 2023/DHS/S/ESQA/NKA/45
 2023/DHS/S/FM/HO/46
 2023/DHS/S/CS/HO/47
 2023/DHS/S/SMP/HO/48
 2023/DHS/S/HRM&D/49

Requirements: A National Senior Certificate, a recognized National Diploma (N5-6) / Advanced Certificate in Secretariat and or NQF 5 Secretariat or Administration Qualification. At least one years of experience in the Secretariat or Administrative field. Special skills requirements (Skills needed): Planning and Organisational skills, Good communication skill (Ability to communicate well with people at different levels). Computer skill (MS Word, Presentations and Spreadsheets, Power Point etc.). The ability to be creative and innovative. Ability to work under pressure and able to meet deadline.

Key Performance Areas: Perform general secretarial duties (Management of diary, travel and accommodation arrangements). Perform General Administration of the Chief Director /Director and or District Heads, including the arrangements and coordination's of meetings. Draft Agendas, Record meetings discussions and provide minutes. Manage and prepare daily schedules or the Chief Director / Director and or District Heads. Create and maintain database and filing system for the office. Write routine reports and letters. Manage and coordinate incoming and outgoing correspondences. Perform related duties when required. Remain abreast with Policies, Legislation and Procedures applicable to ensure effective support to the Heads of Programmes. Note that candidates will undergo Speed typing test if required.

Application should be posted to:
 THE DIRECTOR: HRM & D.
 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.

CLOSING DATE: 26 MAY 2023

APPLICATIONS:
 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/dpsa2q/>. 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. All applicants applying for SMS posts are required to obtain a compulsory **Pre-entry certificate for Senior Management Service (SMS)** post (NYUKELA Certificate). The full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Qualifications and personal details of applicants will be verified and reference checks will be compiled. People with disability are encouraged to apply.

PLEASE NOTE:

- The Mpumalanga Department of Human Settlements is committed to provide equal opportunities and practices affirmative action employment.
- It is the intention of the Department to promote representatively (Disability, gender and race) disabilities, applicants promote representatively and will receive preference.
- Filling of posts will be done in terms of the Department's need to meet Employment Equity targets.
- To enable the Department to promote employment equity of persons with disabilities.
- The Department also encourages female applicant to apply especially at SMS position in order to close the Employment Equity Gap.
- The Department reserves the right to withdraw any post at any time.

- The Department reserves the right to verify the qualification of every recommended candidate prior to the issuing of an offer of appointment.
- All recommended candidate will be subjected to a vetting process prior to appointment and qualification verification.
- If no response received from Mpumalanga Department of Human Settlements within 90 days after the closing date of the advert, applicants must assume that their application were unsuccessful.
- Only unsuccessful shortlisted candidate will receive regret letters.

For Enquiries, Please Contact : -

Ms. YX Nkalanga	013 766 6530
Ms. N.I. Mashego	013 766 6549
Mr. Q.N. Lubisi	013 766 6495
Ms. C.T. Mashego	013 766 6675 NB: (ENQUIRY FOR SMS POST ONLY)