

WHEN THE SUN RISES  
WE WORK HARD TO DELIVER



human settlements

MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:** MANAGEMENT ACCOUNTING  
**POST:** DIRECTOR  
**NOTCH:** R 1 057 326.00 PA (SMS INCLUSIVE PACKAGE)  
**SALARY LEVEL:** 13  
**STATION:** HEAD OFFICE  
**REF:** 2021/MA/D/DHS/01

**Requirements:** A recognized Bachelor's Degree in Accounting or National Diploma in Cost & Management Accounting plus five years relevant experience and at least 5 years' experience in middle management. A good understanding of the PFMA and related Public Service Budget and Financial Management prescripts. A good understanding of GRAP and GAAP, computer literacy with excel and power point as strong recommendations. 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 licence, verbal, written and communication skills. Ability to motivate staff and be a team leader and handle pressure.

**Key Performance Areas:** Manage the budget of Department. Manage financial reporting services. Cost all programme activities in the Department. Render budget, revenue, debt and book keeping management services. Develop a budget document, aligned to the strategic plan. Prepare management account reports for the preparations of periodic non-financial performance reports. Assist sections in the Department with budgeting issues and reporting. Prepare monthly, quarterly and annual financial statements/reports of the Department. Render general administrative, human and financial resources of the Management Accounting Directorate.

**COMPONENT:** ENGINEERING SERVICE AND QUALITY ASSURANCE  
**POST:** DIRECTOR  
**STATION:** GERT SIBANDE  
**SALARY:** R 1 057 326.00 PA (SMS INCLUSIVE PACKAGE)  
**SALARY LEVEL:** 13 (OSD)  
**REF:** 2021/ESQA/D/DHS/GRT/02

**Requirements:** A recognized B.Eng. 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: Honesty and integrity knowledge of the PFMA, MFMA, Public Service Act, Public Service Regulations, Building Regulations, etc. 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 SERVICE AND QUALITY ASSURANCE  
**POST:** DIRECTOR  
**STATION:** NKANGALA  
**SALARY:** R 1 057 326.00 PA (SMS INCLUSIVE PACKAGE)  
**SALARY LEVEL:** 13 (OSD)  
**REF:** 2021/ESQA/D/DHS/NKA/03

**Requirements:** A recognized B.Eng. 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 Senior 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 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 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:** PLANNING AND PROGRAMME MANAGEMENT  
**POST:** DEPUTY DIRECTOR  
**NOTCH:** R 733 269.00 PA. (MMS INCLUSIVE PACKAGE)  
**STATION:** HEAD OFFICE  
**SALARY LEVEL:** 11  
**REF:** 2021/PPM/DD/DHS/11

**Minimum Requirements:** National Senior Certificate, a recognised Bachelor/ B-Tech or Post Graduate Qualification in the field of Social Sciences / Public Management/Public Administration and other relevant fields. Planning, team development, problem solving, report writing and general academic writing skills. Financial Management, Budgeting systems, Analytical skills and written communication. Change management. Ability to lead the transformation of the Department as a whole. An understanding of institutional capacity building and orientation towards results. As a Senior Strategist you will oversee all aspects pertaining to the efficient functioning of all business areas, as well as the overall strategic and business planning Transformation leadership skills, Organisational development business process, and re-engineering creativity. People Management and above average Innovation skills, Financial Management. Ability to function across and enlist cooperative from diverse culture of personalities, skills and knowledge areas: Project Management, Extensive Knowledge of an organisational development environment. Understanding of Public Service Act and Public Service Regulations including PFMA, Treasury Regulations, PAJA and PAIA. Prepare reports required in terms of Public Service Statutory Frameworks by collecting, formatting and explaining information. Framework for Strategic Plan and Annual Performance Plan (DPME). Framework for Management Performance Information. Understanding of Management Performance Assessment Tool (MPAT).

**Key Performance Areas:** Management and Coordination of the provision of integrated planning and reporting services. Develop and maintain Strategic Planning and Reporting Services. Coordinate and facilitate Strategic and Operational Planning Processes. Analyse Organisational Performance and provide strategic inputs. Evaluate the implementation of Departmental policies and assess the impact and sustainability of programmes. Ensure accuracy and integrity of captured information. Drive Service Delivery Improvement Process in the Department. Drive MPAT in the Department. Ensure delivery of quality service to the public in a simplified and integrated manner, through the implementation of Integrated Operations Framework. Manage the allocated resources of the Directorate in line with legislation and planning imperatives. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness.

**COMPONENT:** MONITORING AND EVALUATION  
**POST:** 2 X DEPUTY DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 869 007.00 (MMS ALL INCLUSIVE PACKAGE)  
**SALARY LEVEL:** 12  
**REF:** 2021/M&E/DD/DHS/12

**Minimum Requirement:** National Senior Certificate, a recognized Bachelor/ B-Tech Degree in Public Administration/ Social Sciences and or any relevant qualifications. A Post Graduate Qualification will be an added advantage. An extensive experience in Monitoring of Project Management and Programme Evaluation. Knowledge of the Public Policy and Framework for managing programme and performance information. Experience in planning, design and implementation of monitoring and evaluation information analysis and ability to present performance information reports to relevant stakeholders. Knowledge of Public Finance Management Act (PFMA), and Treasury Regulations. Policy Development and implementation. Knowledge of Project and Programme Monitoring. Knowledge of the PGDS, monitoring and evaluation methods and systems, people and stakeholder management, Computer literacy, Good interpersonal relations, Analytical Skills, Presentation and facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity. Ability to handle pressure and able to meet deadline. A valid driver's Licence.

**Key Performance Areas:** To monitor and manage programme performance. Evaluate and conduct impact analysis of Departmental projects and programmes. Verify and validate programme performance information. Conduct organizational functionality assessment. Monitor and supervise the implementation of the Annual Operational Plan of the Department. Monitor and Evaluate Departmental Programmes, Prepare and provide monthly, quarterly and annual performance assessment reports to the Member of the Executive Council (MEC) and the HOD of the Department. Ability to Conduct Impact Assessment on programmes management by Departmental Chief Directorates, Conduct Project and programme Monitoring, Develop and maintain a Database of all Departmental Performance Reports.

**COMPONENT:** EVENTS MANAGEMENT AND OUTREACH PROGRAM  
**POST:** DEPUTY DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 733 269.00 (MMS ALL INCLUSIVE PACKAGE)  
**SALARY LEVEL:** 11  
**REF:** 2021/MLM/DD/DHS/13

**Requirements:** National Senior Certificate, a recognized Bachelor/ B-Tech Degree in Communications or Journalism/ in Public Administration. Proven experience in communications and media liaison. The ability to develop innovative and appropriate communication action plans and strategies. Excellent written and conceptual skills are essential. Experience in managing teams. Well-developed media contacts and a good understanding of the dynamics in the sector. Strong organizational, planning and problem solving skills. The ability to manage people and projects and the Directorate budget. This post is ideally suited for someone that: can work under pressure; work irregular hours and willing to travel; is able to engage with stakeholders; can gather and analyse information, can apply policies and can work independently and in a team.

**Key Performance Areas:** To render events management and outreach programmes. To coordinate departmental events, facilitate outreach programmes. To support public participation programmes. Develop concepts for campaigns. To coordinate protocol services. Develop best practice strategies and plans for Departmental events. Develop procurement plans for the logistical needs for events, Plan, develop and ensure the maintenance of an Events Calendar for the

**COMPONENT:** HOUSING SUBSIDY SCHEME  
**POST:** DEPUTY DIRECTOR SYSTEM CONTROLLER  
**STATION:** HEAD OFFICE  
**SALARY:** R 733 269.00 PA. (MMS ALL INCLUSIVE PACKAGES)  
**SALARY LEVEL:** 11  
**REF:** 2021/HHS/DD/DHS/18

**Requirements:** National Senior Certificate, a recognized Degree or equivalent qualification preferably in the software programming/IT environment. At least 5 years relevant experience in the Human settlements sector. Sound up to date knowledge of human settlement policies, prescripts, program classification and legislation. Advanced knowledge and experience in database administration especially within the Access environment as well as advanced knowledge of the MS office package especially Excel including Inter alia data analytics, pivot tables etc. and a valid driver's licence.

**Key Performance Areas:** Ensure the smooth functioning of the HSS in the Province by rendering of support functions to head office as well as the three regional offices relating to the Housing Subsidy System. Capturing new Service provider appointments and update contractor information and addenda on it including budgets and all milestone payments. Co-ordination of new users, monitor/amend user access of all HSS users in the province and provide quarterly reports in this regard and undertake quarterly user verification assessments. Compilation of the monthly reconciliation between HSS and BAS. Maintain and manage the HSDG Grant Profile on HSSONLINE. Check and follow-up on the updating of non-financial information on HSS and reconcile with the payment report on a monthly basis. Prepare and submit quarterly and yearly commitments. Preparing reports relating to the Housing Subsidy Systems as requested management and all other relevant stakeholders. To craft relevant reports on HSS through the Access database. To provide analytic weekly, monthly and quarterly reports. Ensuring regular clean-up of data on HSS.

**COMPONENT:** TOWN & REGIONAL PLANNER  
**POST:** 2 X DEPUTY DIRECTOR  
**STATION:** NKANGALA AND GERT SIBANDE REGION  
**SALARY:** R 618 732.00 PA. (MMS INCLUSIVE PACKAGE)  
**SALARY LEVEL:** OSD (GRADE A)  
**REF:** 2021/TRP/DHS/NKA/19  
2021/TRP/DD/DHS/GRT/20

**Requirements:** 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 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 the 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 agreed with Project Managers. Plan and design to ensure sustainable human settlement. Facilitate the compilation of Spatial Development Frameworks (SDFs) (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:** GIS PROFESSIONAL  
**POST:** DEPUTY DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 618 732.00 PA. (MMS INCLUSIVE PACKAGE)  
**SALARY LEVEL:** OSD (GRADE A)  
**REF:** 2021/GISP/DD/DHS/21

**Requirements:** National Senior Certificate, equivalent NQF level 4 with Geography, Mathematics and Physical Science, plus Degree in GIS, Geograph Geoinformatics Town Planning Survey or Information Technology (NQF level 7). 7- 8 years intensive experience in GIS of which 5 years in management experience. Registered with SACQSP or with PLATO. High degree of Computer literacy. Knowledge of Administrative management and financial report Primary Function: Provide strategic support and oversight in the management of key performance areas and indicators associated with the Geograph Information Systems (GIS) Projects and Public Information Services. Facilitate the provision of relevant, quality spatial data information and related services support decision-making and broaden the internal and external customer base through innovative, world class spatial information solution Coordinate overall Customer Relationship Management of the directorate and the implementation of its marketing strategy.

**Key Performance Areas:** Identify and define the immediate short- and long-term objectives associated with Geographic Information System (GIS) related projects and customer services. Direct and control outcomes associated with the utilization, productivity and performance of personnel within the Projects: Public Information Counter sections. Prepare capital and operating estimates for the section and monitor project related expenditure against the budget allocations. Manage the formulation of specific contracts and control contractual obligations. Coordinate and control specific processes associated with implementation monitoring and communication phases of the GIS projects. Disseminate functional and operational information on the immediate, short- and long-term objectives and current developments, problems and constraints related to spatial information. Develop and implement Geographical Information System strategies relating to GIS projects, requests and customers service responsibilities of the Section. Prioritize and control the capture and maintenance of core spatial datasets for the Department, Municipal Entities and external stakeholders. Disseminate and report functional information regarding objectives and outcomes. Facilitate GIS Scheme research and development to ensure keeping up with technological development and other



**Key Performance Areas:** Coordinate the Employee Health and Wellness Programme in line with the overall Strategy of the Department. Coordinate and provide prevention measures with an aim of reducing the rate of HIV/ AIDS, TB & STI's incidence. Facilitate the provision of treatment, care and support to infected employees. Protect human rights and access to justice. Conduct research, monitoring and regular health surveillance. Ensure management of diseases and chronic illnesses. Conduct awareness on mental health and psychosomatic illnesses. Manage and support injury on duty and incapacity due to ill-health. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Provide health and productivity management services. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide psychotherapeutic counselling and support to employees and their families. Identify, manage and implement life management services or lifestyle development interventions. Oversee the functioning of the sports and other physical and recreational activities. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme in the Office of the Human Resources Manager. Conduct trend analysis, statistical analysis and impact assessment relating to health and productivity of employees.

**COMPONENT:** EVENTS MANAGEMENT AND OUTREACH PROGRAM  
**POST:** ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 376 569.00 PA  
**SALARY LEVEL:** 09  
**REF:** 2021/EM/ASD/DHS/36

**Requirements:** National Senior Certificate, a recognized Bachelor's Degree/ B-Tech in Marketing/ Events Management; 2-3 years relevant experience in events management; driver's license; Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures; Ability to conduct research; Telephone etiquette; Excellent communication skills and interpersonal relations; Problem solving; Analytical and creative skills; Computer literacy.

**Key Performance Areas:** To render events management and outreach programmes. To coordinate departmental events, facilitate outreach programmes. To support public participation programmes. Develop concepts for campaigns. To coordinate protocol services. Perform budget costing and reconciliations for events. Draft post project reports and statistics on each event. Manage event implementation strategies, Events Management Design. Develop social and entertainment programmes. Events Management and Marketing, Operations in Events Management. Events Risk Management.

**COMPONENT:** RECORDS MANAGEMENT  
**POST:** ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 376 569.00 PA  
**SALARY LEVEL:** 09  
**REF:** 2021/RM/ASD/DHS/37

**Requirements:** National Senior Certificate, a recognized Bachelor's Degree in Public administration, Post graduate Diploma in Records and Archives, and National Archives certificate will be added advantage. An understanding of the National Archives and Records Service of South Africa Act (no. 43 Of 1996), Promotion of Access to Information Act (no. 2 of 2000), Protection of Information Act (no. 84 of 1982), Electronic Communication and Transaction Act (no. 25 of 2002) Minimum Information and Security Standards (MIS), and all legislation governing the management of records within the Republic of South Africa. Demonstrate a broad knowledge and understanding of Records Management, Information and Knowledge Management. Good language skills and the ability to communicate with people at different levels and from different backgrounds. Good organizational skills and people skills. High level of confidentiality, written and verbal communication skills. Ability to meet deadlines whilst delivering excellent results. (In Information Science, Information and Knowledge Management or an equivalent qualification. Extensive relevant experience in an information and knowledge management environment. Broad knowledge and understanding of Government policies and legislation related to the information and knowledge management field.

**Key Performance Areas:** The successful candidate will be responsible for : Compilation of record keeping system for paper based and electronic records, maintenance of Filing system, Monitor and track the utilization of files from the Registry, Mastering of all documents on monthly basis, Dispose and transfer qualifying material to the Off Site Storage, Managing the disposal of records, Responsible for the full control and care of all individual personal files, Training on the Electronic Document and Record Management System (EDRMS), Review usage and training on regular basis for users on the Integrated Document Management System (IDMS), Administration of the DM (Document Management) and the RM (Records Management) modules on Hummingbird, Management and supervision of staff, Responsible for the development of staff in the Registry.

**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/FR/AO/DHS/42

**Requirements:** National Senior Certificate, a recognized National Diploma or Degree in Finance or relevant qualification. Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Proven supervisory experience. Inherent requirement of the Job: Valid driver's licence. Competencies (knowledge/skills): Ability to manage and develop staff. Excellent computer literacy skills in (Microsoft Office (especially), Ms Word, Excel, etc.). Extensive knowledge of EPS, LOGIS and BAS with sound knowledge of applicable policies (PFM, Treasury Instructions and HRM). Good written and communication skills. Proven ability to work independently in a high-pressure environment while complying to due dates.

**Key Performance Areas:** Assist preparing in year monitoring reports. Assist in the preparation of the interim and annual financial statements. Assist in conducting the financial analysis and reporting. Assist in compilation of financial DORA reports. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting.

**COMPONENT:** RENTAL HOUSING & PROPERTY MANAGEMENT  
**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/RHPM/AO/DHS/43

**Requirements:** National Senior Certificate, a recognized Bachelor's Degree/National Diploma in Social Sciences or Public Management. Experience in project management environment will be an added advantage. 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.

**Key Performance Areas:** 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. Monitor the implementation of community residential unit's projects. Monitor the implementation of social housing projects. Provide administrative support to the social housing institutions. Render administrative support to the unit. Organize and co-ordinate rental housing steering committees.

**COMPONENT:** LAND ACQUISITION  
**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/LA/AO/DHS/44

**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.

**Requirements:** National Senior Certificate, a recognized Bachelor's Degree/ B-Tech and or Advanced Diploma in Marketing/ Events Management. Knowledge of the Public Service Systems/legislation/policies/prescripts and procedures. Ability to conduct research; Telephone etiquette. Excellent communication skills and interpersonal relations. Problem solving, Analytical and creative skills. Computer literacy. Driver's license.

**Key Performance Areas:** Manage events for and on behalf of the Department; Draft post project reports and statistics on each event; Manage event implementation strategies; Events Management Design; Develop social and entertainment programmes; Develop and implement programmes for events; Events Management and Marketing; Operations in Events Management; Events Risk Management.

**COMPONENT:** ASSET MANAGEMENT  
**POST:** DRIVER  
**STATION:** HEAD OFFICE  
**SALARY:** R 173 703.00 PA  
**SALARY LEVEL:** 05  
**REF:** 2021/AM/DR/DHS/50

**Requirements:** A Grade 12 qualification with a minimum of 1-2 years' experience in a driving/messenger environment. Proven client focus and orientation. Sound Interpersonal skills, A Valid driver's license, PDP is required. Extensive traveling is required and willingness to work extended hours including overtime.

**Key Performance Areas:** Provide driving/messenger services. Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage, and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Handle routine and administrative tasks relevant to the execution of the function; i.e. collect office consumables, collect, distribute and control movement of documents. Ensure proper and secure control over movement of documents and personnel. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Coordinate and liaise with Facilities Management to ensure that minor/major vehicle maintenance are carried out.

**COMPONENT:** RENTAL HOUSING AND PROPERTY MANAGEMENT  
**POST:** SECRETARY TO THE DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 173 703.00 PA  
**SALARY LEVEL:** 05  
**REF:** 2021/RHPM/S/DHS/54

**Requirements:** National Senior Certificate, a recognized National Diploma/ Advanced Certificate in Secretariat and or NQF 5 Secretariat or Administration Qualification. At least (1-2) 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.

Candidates recommended for SMS positions must be in possession of a Certificate of Entry into SMS within the Public Service obtained from the National School of Governance before the appointment can be finalized.

**NB:** For all SMS, MMS and OSD posts appointment is subject to security clearance. The signing of a performance agreement within a month of assumption of duty, verification of qualification and personal details of applicants, Reference Check. The top two candidates for SMS, MMS and OSD will be subjected to competency assessment. People with disabilities are encouraged to apply.

Applications should be submitted on the new Z.83 Form as published on January 2021, obtainable from any Public Service Department including DPISA website. Application must be accompanied by: Cited ID Copy and Driver's license; Cited Copies of Qualifications and CV (not older than six months). Note that a passport or driver's license will not be accepted in lieu of an Identity Documents, Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. 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 and signing of Z83 form, Incomplete and/or unsigned applications will not be considered. If already appointed in the Public Service indicate your Personal Number.

**For attention:** Ms. C.T. Mashogo: Acting Chief Director: Corporate Services (SMS)  
Ms. YX. Nkalanga: Acting Director HRM&D (SMS/MMS & All Posts)

Application may also be placed (recorded in the register) in the application container located at Lower Ground, Building 6 Riverside Government Complex, and will be removed on.

**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.
- Filing 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 encourage 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

**CLOSING DATE FOR APPLICATION: 04 September 2021**

**Application should be posted to:**  
**The Director:** Human Resource Management & D.  
DEPARTMENT OF HUMAN SETTLEMENTS  
PRIVATE BAG X11328  
MBOMBELA  
1200

**Hand delivery:** Building No: 06 Lower Ground,  
Riverside Government Complex, Mbombela.

**For enquiries:** Ms. C.T Mashogo: (013) 766 6609  
Ms. YX Nkalanga (013) 766 6678  
Mr. M.B Mateta: (013) 766 6530  
Ms. N.I Masheso: (013) 766 6543





**COMPONENT:** OCCUPATIONAL HEALTH AND SAFETY  
**POST:** 3 X ASSISTANT DIRECTOR  
**STATION:** 1 X NKANGALA, 1 X GERT SIBANDE, 1 X EHLANZENI  
**SALARY:** R 376 569.00 PA  
**SALARY LEVEL:** 09  
**REF:** 2021/OHS/ASD/DHS/NKA/28 | 2021/OHS/ASD/DHS/GRT/29 | 2021/OHS/ASD/DHS/EHL/30

**Requirements:** Requirements: National Senior Certificate, a recognized Bachelor's Degree/ Diploma In Safety Management or SAQA Accredited Occupational Health Certificate. Registration with the SACPCMP. Appropriate relevant working experience in the field. Knowledge in the management of injury on duty. Knowledge of the PILIR and COIDA. A valid Driver's license, prepared to travel, willing to adapt to working schedule in accordance with office requirements. Computer Literacy, Planning and Organising, Problem solving, Analytical thinking, Presentation skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills, Writing skills.

**Key Performance Areas:** Ensure and facilitate Occupational Health and Safety compliance at work places. Facilitate site health and safety meetings. Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections. Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to contractors. Compiling baseline and project specific risk assessment. Evaluate the workplaces (State and Leased Building), facilitate the issuing of compliance certificates (CC), Lifts, Regional Offices. Conduct incident investigations for recommendations, check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractors H&S Plan is maintained on construction site, undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Ensure execution of evacuation drills in the Region, provide support when emergencies arise and prepare incident reports. Monitor utilisation and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region. Promote awareness on OHS related issues, participate and coordinate H&S committee meetings, consolidate and submit monthly and quarterly inspection reports with recommendations.

**COMPONENT:** LAND ACQUISITION  
**POST:** 2 X ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 376 596.00 PA  
**SALARY LEVEL:** 09  
**REF:** 2021/LA/ASD/DHS/31

**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:** RENTAL TRIBUNAL  
**POST:** ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 376 596.00 PA  
**SALARY LEVEL:** 09  
**REF:** 2021/RT/ASD/DHS/32

**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 in Paralegal/ LLB with admission as Attorney 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. Have knowledge of the provisions of the Rental Housing Act, 1999 (Act No. 50 of 1999).

**Key Performance Areas:** To render secretariat and advisory services to the rental tribunal. To develop and implement a marketing and media strategy for rental tribunal. Manage complaints in respect of residential rental properties. To promote stability in the rental housing sector. To provide mechanisms to deal with disputes in this sector. To promote the provision of rental housing property. To facilitate, investigate, mediate and conduct hearings to resolve disputes. To make recommendations to relevant stakeholders regarding issues to be addressed in the rental housing field. To provide information regarding agreements, legal rights, deposits and refunds, rental property inspections, forced removals, maintenance, damages and claims, as well as the dispute resolution and arbitration process.

**COMPONENT:** RENTAL HOUSING & PROPERTY MANAGEMENT  
**POST:** ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 376 596.00 PA  
**SALARY LEVEL:** 09  
**REF:** 2021/RHPM/ASD/DHS/33

**Requirements:** National Senior Certificate, a recognized Bachelor's Degree in Social Sciences or Public Management. 3-5 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:** EMPLOYEE HEALTH AND WELLNESS  
**POST:** 2 X ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 470 040.00 PA  
**SALARY LEVEL:** 10

**COMPONENT:** MONITORING AND EVALUATION  
**POST:** ASSISTANT DIRECTOR  
**STATION:** HEAD OFFICE  
**SALARY:** R 470 040.00 PA  
**SALARY LEVEL:** 10  
**REF:** 2021/M&E/DD/DHS/38

**Minimum Requirement:** National Senior Certificate, a recognized Bachelor/ B-Tech Degree in Public Administration/ Social Sciences and or any relevant qualifications. A Post Graduate Qualification will be an added advantage. An extensive experience in Monitoring of Project Management and Programme Evaluation. Knowledge of the Public Policy and Framework for managing programme and performance information. Experience in planning, design and implementation of monitoring and evaluation information analysis and ability to present performance information reports to relevant stakeholders. Knowledge of Public Finance Management Act (PFMA), and Treasury Regulations. Policy Development and implementation. Knowledge of Project and Programme Monitoring. Knowledge of the PGDS, monitoring and evaluation methods and systems, people and stakeholder management, Computer literacy, Good interpersonal relations, Analytical Skills, Presentation and facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity. Ability to handle pressure and able to meet deadline. A valid driver's Licence.

**Key Performance Areas:** To monitor and manage programme performance. Evaluate and conduct impact analysis of Departmental projects and programmes. Verify and validate programme performance information. Conduct organizational functionality assessment. Monitor and supervise the implementation of the Annual Operational Plan of the Department. Monitor and Evaluate Departmental Programmes, Prepare and provide monthly, quarterly and annual performance assessment reports to the Member of the Executive Council (MEC) and the HOD of the Department. Ability to Conduct Impact Assessment on programmes management by Departmental Chief Directorates, Conduct Project and programme Monitoring, Develop and maintain a Database of all Departmental Performance Reports.

**COMPONENT:** SUBSIDY AND BENEFICIARY ADMINISTRATION  
**POST:** SUB-SYSTEM CONTROLLER  
**STATION:** HEAD OFFICE  
**SALARY:** R 316 791.00 PA  
**SALARY LEVEL:** 08  
**REF:** 2021/EMOP/AO/DHS/55

**Requirements:** National Senior Certificate plus 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 regional 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:** EXPENDITURE  
**POST:** 3 X STATE ACCOUNTANT  
**STATION:** HEAD OFFICE  
**SALARY:** R257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/SAE/SA/DHS/39

**Requirement:** National Senior Certificate, a recognized National Diploma/Public Management or any other related administration qualification and coupled with 1 year experience. Knowledge of relevant government prescript including PFMA, Public Service Regulations, Treasury Regulations and other financial administration processes. Knowledge and understanding of BAS and PERQAL Systems. Good communication, Writing and Interpersonal skills. Computer literacy and ability to work under pressure and able to meet deadline. Comply in terms of payments of services providers as per Treasury Regulations. Able to verify payment documentation before payment is captured.

**Key Performance Areas:** Facilitate payments of services providers within 30 days as outlined in the Treasury Regulations and other financial legislation. Process transactions in the accounting systems. Reconcile creditors and debtors accounts. Handle salary related issues, S&T claims, Petrol Claims and Grabity. Capture claims on HSS and BAS. Prepare payment requisitions. File and kept payment vouchers in a secured place. Implement clearly defined norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments. Process transactions on the accounting system. Reconcile Housing Subsidy System (HSS) and BAS. Liaise with stakeholders timeously. File payment vouchers.

**COMPONENT:** ACQUISITION MANAGEMENT  
**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R257 508.00 PA  
**SALARY LEVEL:** L07  
**REF:** 2021/AM/AO/DHS/40

**Requirements:** National Senior Certificate, a recognized National Diploma in Supply Chain Management or an appropriate qualification in a related field, plus a minimum of two years' experience in a supply chain management or related field focusing on acquisition and contract management. Good understanding of supply chain management procedures and prescripts. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Good communication and interpersonal skills, computer literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

**Key Performance Areas:** Render acquisition management services. Develop and manage the sourcing strategy. Coordinate procurement processes. Effective and efficient advertisement of bids and all professional services quotations. Prepare bidding documents for collection. Administer closing of bid box. Accurate recording of bids received. Render secretariat services to the Bid Specifications Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Oversee the evaluation of bids. Administration of service level agreements (SLA) for all transversal contracts. Ensure vetting of new service providers with the SSA (State Security Agency). Ensure timeous advertisement/publication of bids in the Government Tender Bulletin and e-portal. Verification of bids on CSD (central supplies database).

**COMPONENT:** LOGISTIC MANAGEMENT  
**POST:** 2 x ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/LM/AO/DHS/41

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

**COMPONENT :** HR PRACTICES AND ADMIN  
**POST:** 2 X PERSONNEL PRACTITIONER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/HRPA/AO/DHS/45

**Requirements:** National Senior Certificate, a recognized National Diploma qualification (NQF level 6 / 7) in Human Resource Management or Development / Public Administration or related. Knowledge in human resource administration, recruitment, and selection. Broad knowledge and understanding of the functional area's conditions of service, recruitment, and selection. Good communication (written and verbal) and people skills. Ability to be creative and innovative and solve problems independently. Computer literacy and Persal (Introduction, Leave, Personnel, and Establishment courses) skills.

**Key Performance Areas:** Facilitate and monitor the implementation of and compliance to human resource prescripts (Basic Conditions of Employment Act, Public Service Act and Regulations, Labour Relations Act). Conduct awareness workshops and implement HR resolutions. Policy and process development which includes input into the development of HR Administration related policies and development of strategies, tools and mechanisms for the management and monitoring during implementation of HR Administration processes. Implement HR Administration processes which includes recruitment and selection, appointments, transfers, promotions, terminations, employee service benefits, leave administration, health risk management and PILIR. Communicate with stakeholders, clients, management, and colleagues which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, inputs into financial statements and key personnel reports.

**COMPONENT:** HR STRATEGY & PLANNING  
**POST:** PERSONNEL PRACTITIONER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/HRSP/AO/DHS/46

**Requirements:** National Senior Certificate, a recognized National Diploma in Human Resource Management, Public Administration or any relevant qualification (NQF6); relevant knowledge in strategic planning; Knowledge and understanding of Policy Development; A valid driver's license. Knowledge and understanding of Strategic planning frameworks, systems, procedures and processes applicable in the Public Service. Skills And Competencies: Computer literacy (MS Word, Excel and Power Point); Research and analytical skills; Report writing skills; Accuracy and attention to detail; Communication skills (verbal and written); Presentation and facilitation skills; Planning and organizing skills; Analytical skills.

**Key Performance Areas:** Facilitate the Development of Human Resource Strategies and Plans. Assist to Monitor and evaluate the implementation of Human Resources Strategies and plans. Assist with the alignment of the strategic plans with the Department's Strategic Human Resources Plan and Employment Equity Plan documents. Facilitate the provision and allocation of posts and the development of the organisational structure and job evaluation services.

**COMPONENT:** EMPLOYEE HEALTH AND WELLNESS  
**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/EHW/AO/DHS/47

**Requirements:** National Senior Certificate, a recognized Bachelor Degree/National Diploma in the field of Health, Behavioural Science, Social Work, Psychology, Knowledge of Employee Health Wellness and Human Resource environment. Registration with a professional body will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Act, Policies and Regulations. Knowledge of Employee, Health and Wellness (EHW) strategic framework and COIDA. Knowledge of Employee, Health and Wellness (EHW) Policies. Presentation Skills. Analytical skills. Communication skills. Counselling skills. Problem solving skills. Planning and organising skills. Report writing. Pro-active. Dead-line driven. Ability to work independently. Ability to work under pressure. Integrity. Honesty. Customer orientated.

**Key Performance Areas:** Provide administrative support to the unit. Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Order stationery and equipment for the section. Implement, monitor and provide administrative support and guidance on the implementation of EHW strategic programmes: implement and provide administrative support and guidance on the Health and Productivity Management programmes and interventions. Research and advice management on improvement of quality standards. Promote a healthy life style and improve service delivery. Conduct awareness campaigns and capture statistics. Identify risk factors. Analyse data and compile reports regarding the findings and recommendations. Implement recommended interventions.

**COMPONENT:** STRATEGIC PLANNING & PROGRAMME MANAGEMENT  
**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/SPPM/AO/DHS/48

**Requirements:** National Senior Certificate, a recognized Degree or National Diploma in Strategic Management or equivalent qualification. Knowledge of Strategic planning process; Understanding of administrative procedures relating to Parliamentary or Cabinet process; Understanding of government policies development process. Skills and Competencies: Communication skills (verbal and written); Computer Microsoft Office (PowerPoint, Outlook, Excel. Etc.); Research and analytical skills; Problem solving skills; Accuracy and attention to details; Planning and Organizing skills; Project management; Presentation and facilitation skills.

**Key Performance Areas:** Develop strategic planning guidelines and policies; Manage the development and submission of strategic plans, operational performance plans, government programme of action and annual performance plans; Analyse organisational environment, organisational performance and provide strategic inputs; Manage planning on departmental programmes. Facilitate business review sessions.

**COMPONENT:** TRANSVERSAL SERVICES  
**POST:** ADMINISTRATIVE OFFICER  
**STATION:** HEAD OFFICE  
**SALARY:** R 257 508.00 PA  
**SALARY LEVEL:** 07  
**REF:** 2021/TS/AO/DHS/49

**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

**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:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**DEMAND & CONTRACT MANAGEMENT**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 733 269.00 PA (MMS INCLUSIVE PACKAGE)**  
**11**  
**2021/DCM/DD/DHS/04**

**Requirements:** National Senior Certificate, a recognized 3 years' Bachelor's degree NQF level 6 in Purchasing Management/Public Administration/ Financial/ Logistics Management (or equivalent qualification). A minimum of 6 years work experience in Supply Chain Management (demand, acquisition and logistics) of which 4 years supervisory experience. Ability to fulfil the core management competencies. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Understanding of LOGIS and Interpretation of the system generated management reports. Skills in management of three Bid Committees. Good interpersonal, verbal, writing communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning and organizing skills.

**Key Performance Areas:** 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. Supervision and leading a team that renders demand and contract. Conducts needs analysis, develop Annual Procurement Plan, and submit to Provincial/National Treasury, drive, and monitor projects as approved on the plan. Management of a supplier database, compile and update a bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, received bids and details of awards. Advise the department on SCM matters, develop, implement and maintain policies. Effective management of accruals (claims), commitments (outstanding orders), inventory, issues from the warehouse and transit. Prepare management reports and safe keeping of all supply chain management information and documents for audit purpose. Respond to audit enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**RISK & INTEGRITY MANAGEMENT**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 733 269.00 PA (MMS INCLUSIVE PACKAGE)**  
**11**  
**2021/RIM/DD/DHS/05**

**Requirements:** National Senior Certificate, a recognized Degree or NQF level 7 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/Internal Control/ Risk Management as major subjects coupled with 3-5 years Junior Management experience in Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management environment. Qualification as a CFE, IRMSA Risk Practitioner and or CIA will be an added advantage as well as Knowledge of CURA Essential Knowledge, Skills And Competencies Required: Knowledge of Public Sector, Local Government and Public/ Private entities systems and relevant Legislation/ Statutes (including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), 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, Public Service Anti-Corruption 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), Detailed knowledge of risk analysis/ management and risk management practices, 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, Management, 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 and CURA will be an added advantage.

**Key Performance Areas:** Develop risk management strategies and guidelines. Identify and evaluate risks in the Department. Facilitate the development and implementation of mitigation strategies. Develop and manage business continuity management plan. Develop and implement anti-corruption plan. Investigate and possible instances of fraud and corruption. Render integrity management services. Facilitate financial disclosure and maintenance of gift register. Manage and oversee the provisioning of effective and efficient Departmental internal risk management services in terms of legislative mandate. Ensure monitoring, evaluation and reporting on the implementation of effective and efficient risk management systems and strategies within the Department, Manage and oversee the development and implementation of effective and efficient risk management policies, frameworks and procedure manuals, Ensure the development, implementation and maintenance of risk management monitoring and evaluation mechanisms within the Department.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**ENGINEERING SERVICES AND QUALITY ASSURANCE**  
**4 x ENGINEER (PRODUCTION) GRADE A**  
**1x NKANGALA/ 1x GERT SIBANDE/ 1x EHLANZENI**  
**1x HEAD OFFICE**  
**R 718 059.00 PA**  
**OSD (MMS INCLUSIVE PACKAGE)**  
**2021/ESQA/DHS/NKA/06 | 2021/ESQA/DHS/GRT/07 | 2021/ESQA/DHS/EHL/08 | 2021/ESQA/DHS/HO/09**

**Requirements:** National Senior Certificate, a recognized Bachelor Degree/ B-Tech in Engineering and related disciplines in the Engineering or equivalent qualification as well as a minimum of five (5) years' experience at Senior Management level in the Engineering and/ or Human Settlements and Housing Sector. Be registered with the relevant Engineering Council/ECOSA (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 (DMS). 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:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**RENTAL HOUSING & PROPERTY MANAGEMENT**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 733 269.00 PA (MMS INCLUSIVE PACKAGE)**  
**11**  
**2021/RHPM/DD/DHS/10**

**Requirements:** National Senior Certificate, a recognized Bachelor Degree/ B-Tech in Public Administration or Social Sciences and other related qualifications, with extensive/relevant experience in the property environment of 3 to 5 years' experience should be at an Assistant Director level. 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, verbal, written and communication skills, and ability to motivate staff. Be a team leader and handle pressure. A valid driver's license.

**Key Performance Areas:** Facilitate the successful implementation of special project legislation, policies and strategies. Manage and monitor the implementation of Finance Linked Individual Subsidies. Provide and implement Social and Economic Facilities. Manage and monitor the implementation of special projects (Military Veteran Housing Programme). Manage performance of employees. To promote stability in the rental housing sector; To provide mechanisms to deal with disputes in this sector; To promote the provision of rental housing property; To make recommendations to relevant stakeholders regarding issues to be addressed in the rental housing field. Oversee Social Housing Institutions. Facilitate and monitor the implementation of community residential unit's projects. Facilitate and monitor the implementation of social housing projects. Provide support to social housing institutions.

Department, provide strategic events advisory support to the Department; engage with relevant and external stakeholders to coordinate the events; Manage green guidelines and logistical arrangements for the events (venue, equipment, etc.). Manage a database of events venues in South Africa. Coordinate agreements with suppliers, contractors and clients with regard to events. Monitor and evaluate the outcomes of events; Monitor expenditure for the events and draft expenditure report.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**HR UTILIZATION & CAPACITY DEVELOPMENT**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 733 269.00 (MMS ALL INCLUSIVE PACKAGE)**  
**11**  
**2021/HUCD/DD/DHS/14**

**Requirements:** National Senior Certificate, a recognized Bachelor/ B-Tech Degree in Human Resource Management or Equivalent qualification (NQF level 07) 5 years' of relevant experience at as an Assistant Director, Proven strategic Human Resource planning skills, Advance Project management skills, Good Planning and organising skills. Research and analysing skills Presentation skills, Advance Financial Management, Excellent Communication skills. Negotiation skills, Good computer skills, Human Resource Systems and processes. A valid Driver's License. Skills Development, skills Development Levies Acts and Regulations, SAQA Act and Employment Equity Act, Relevant policy documents including the PGDS, NSDS, HRD strategy. The NQF and requirements of the NQF alignment of learning programmes. The functioning SETAs and ETQA and their requirements, SETA and Department of Labour requirements relating to Leaderships, Internships skills programmes and other programmes described in the WSP Basic understanding of ETQA requirements relating to provider accreditation, assessment, moderation, RPL and learner support system. Duties: Manage the Development and Implementation of the Departmental Workplace Skills Plan Manage and monitor the implementation of Internship and Learnership programmes Manage and monitor the implementation of the Departmental Bursary Manage the implementation of the Departmental Performance Management and Development System Policy Develop and implement the Human Resource Development Strategy Manage the Human Resource through the Performance Management and Development System.

**Key Performance Areas:** Manage the Development and implementation of the Departmental Workplace Skills Plan. Manage and monitor the implementation of Internship and Learnership programmes. Manage and monitor the implementation of the Department Bursary. Manage the implementation of the Departmental Performance Management and Development System Policy (PMDS). Develop and implement the Human Resource Development Strategy. Manage the Human Resource through the Performance Management and Development System. To provide strategic Human Resource Management and Development services and advice to line functionaries. Manage the organizational development and job evaluation processes. Monitor provision of optimal staff development and ensure the implementation of capacity development and inculcate performance based culture.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**HR ORGANIZATIONAL STRATEGY & PLANNING**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 733 269.00 (MMS ALL INCLUSIVE PACKAGE)**  
**11**  
**2021/HUCD/DD/DHS/15**

**Requirements:** National Senior Certificate, a recognized Bachelor Degree/ B-Tech in Human Resource Management, Public Administration Degree (NQF Level 7) and/or Training and Development. 5-7 years' experience in human resources management and/or development, at least 3 of which at a supervisory level. Experience in the public service is an advantage. Appropriate experience in HRD or a related field. Knowledge of and experience in HRD policy implementation and monitoring. Knowledge of PMDS prescriptions. Experience in Project Management (young professionals programme). Knowledge of the following: Bursary and scheme administration, Skills Development Planning, PMDS and Workplace Skills Plans (WSP). HRD principles. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication/Interpersonal skills. Accountability and ethical conduct. Excellent report writing skills. Good communication skills.

**Key Performance Areas:** To manage human resource organizational strategy and planning. Manage the development of human resource strategies. Manage human resource information systems. Monitor and evaluate the implementation of human resource strategies. Manage the provision and allocation of posts. Manage the development of organizational structure and job evaluation services. Facilitate the development of the HRD policy and strategy. Manage the leadership development programme. HR Planning Performance and development frameworks, Organizational Design.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**TRANSVERSAL SERVICES**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 733 269.00 (MMS ALL INCLUSIVE PACKAGE)**  
**11**  
**2021/HUCD/DD/DHS/16**

**Requirements:** National Senior Certificate, a recognized 3 years Bachelor's Degree in Human Resource Development / Management. 3 - 5 years' relevant experience in a Human Resource Development environment. 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. Knowledge and understanding of Human Resources Development strategy in the Public Service, Skills Development Act, Skills Levy Act, Supply Chain Management, 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:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**HUMAN SETTLEMENTS POLICY & RESEARCH**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 869 019.00 PA. (MMS ALL INCLUSIVE PACKAGES)**  
**12**  
**2021/HSPR/DD/DHS/17**

**Requirement:** National Senior Certificate, a recognized Bachelor/ B-Tech and or Advanced Diploma in Public Management/ Social Science/ Public Administration and or relevant qualification. A Post Graduate Qualification will be an added advantage. Atleast (3-5) years' managerial experience in Research and Policy Development Environment and three (03) year functional experience in Research and Policy Development. Knowledge of Public Finance Management (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Basic Condition of Employment Act (BCEA). Labour Relations Act (LRA), Employment Equity Act (EEA). Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity. Ability to handle pressure and able to meet deadline. A valid driver's license.

**Key Performance Areas:** To coordinate human settlements policy development and research services. Develop and review provincial human settlements policies and legislation. Conduct research and market analysis within housing sector environment. Manage the implementation of housing policy, strategy and guidelines, housing norms and standard. Develop and maintain provincial medium term human settlements research. Conduct research on alternative building technologies/products in human settlements environment. Develop and implement human settlements delivery related (external) knowledge management system. Formulate and Draft Departmental Policies, analyse departmental policies, Quality management, Project management, Research methodology kills, Report writing, Planning and Organization, Policy Analysis and Development, Financial Management, Diversity Management, Communication, Design research models and conduct independent research. Capacity to write research proposals, conflict management, problem solving, presentation skills, develop strategies for research transformation and action research agenda, develop and review policy and strategy in with government policies, collaborate, coordinate and encourage research information sharing, Manage resources within the sub-directorate.

knowledge. Leading Competencies: Decision-making ability; Analytical ability; Project management; innovative and creative thinking Core Competencies: Report writing, presentation skills; negotiation skills; Interpersonal relations and communication skills.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**CONTROL GIS TECHNOLOGIST**  
**DEPUTY DIRECTOR**  
**HEAD OFFICE**  
**R 751 542.00 PA. (MMS INCLUSIVE PACKAGE)**  
**2021/CGIST/DD/DHS/22**

**Requirements:** National Senior Certificate, equivalent NQF level 4 with Geography, Mathematics and Physical Science, plus Degree in GIS, Geography, GeoInformatics Town Planning Survey or Information Technology (NQF level 7). 7- 8 years intensive experience in GIS of which 5 years in managerial experience. Registered with SACQSP or with PLATO. High degree of Computer literacy. Knowledge of Administrative management and financial reporting. Primary Function: Provide strategic support and oversight in the management of key performance areas and indicators associated with the Geographic Information Systems (GIS) Projects and Public Information Services. College degree in Geography, Cartography, GIS or closely related field, Ability to collect, analyse and summarize GIS data. Ability to georeference/geocode data Basic knowledge of cartographic design. Ability to collect, analyse and summarize GIS data. Proficient in Microsoft Office software. Exposure to the telecommunications industry. Good written and oral communication skills. Organization and time management skills.

**Key Performance Areas:** Design or prepare graphic representations of GIS data, using GIS hardware or software applications, according to RUS (Rural Utility Services) standards. Convert data collected from field operations into GIS database with proper and accurate spatial location. Interpret aerial photography or Imagery. Analyse GIS data to identify spatial relationships and/or display results of analyses, using maps, graphs, or tabular data. Enter data into GIS databases, or using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data. Maintain or modify existing GIS databases. Perform complex drafting work under minimum supervision. Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation. Assure consistency with company-wide standards and practices for data conversion, data maintenance and upgrades. Prepare quotes based on construction costs for new builds. Provide technical support within the company to user regarding the maintenance, development, or operation of GIS databases, equipment, or applications. Establish and maintain effective working relationships with those contacted in the course of Department. Give continuing and meticulous attention to detail.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**BENEFICIARY MANAGEMENT**  
**3 X DEPUTY DIRECTOR**  
**1 X NKANGALA, 1 X GERT SIBANDE, 1 X EHLANZENI**  
**R 733 269.00 PA. (MMS INCLUSIVE PACKAGE)**  
**11**  
**2021/BM/DD/DHS/NKA/23 | 2021/BM/DD/DHS/GRT/24 | 2021/BM/DD/DHS/EHL/25**

**Requirements:** National Senior Certificate, Degree (NQF 7/6) as recognised by SAQA in Social Science/Public Administration/Public Management/Development Studies or equivalent with 5 years' experience. Human Settlements experience will be an added advantage. 3 years' experience as an Assistant Director. Sound up to date knowledge of human settlement policies, prescriptions 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 timely, 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. Manage the allocated resources of the sub-directorate.

**COMPONENT:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**INTERNAL CONTROL & COMPLIANCE**  
**ASSISTANT DIRECTOR**  
**HEAD OFFICE**  
**R 470 040.00 PA**  
**10**  
**2021/ICC/ASD/DHS/26**

**Requirements:** National Senior Certificate, a recognized Bcom Degree majoring in Accounting/ Auditing/ Internal Audit/ Risk Management. 3-5 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:**  
**POST:**  
**STATION:**  
**SALARY:**  
**SALARY LEVEL:**  
**REF:**

**DEMAND & CONTRACT MANAGEMENT**  
**ASSISTANT DIRECTOR**  
**HEAD OFFICE**  
**R 470 040.00 PA**  
**10**  
**2021/DCM/ASD/DHS/27**

**Requirements:** National Senior Certificate, a recognized Bachelor's Degree/ B-Tech in Logistics/ Supply Chain Management or equivalent relevant qualification. A minimum of three years' experience in Supply Chain Management under Demand Management. 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.

**Key Performance Areas:** 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 users 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.