

MPUMALANGA PROVINCIAL GOVERNMENT

Building No 6
Extension 2
No 7 Government Boulevard
Riverside Park
Nelspruit
Mpumalanga
Republic of South Africa



Private Bag X11328
Nelspruit
1200

(013) 766 0000
International Tel: +27 13 766 6087/8
(013) 766 6087/8
(013) 766 8441
International Fax: +27 13 766 8441

Mpumalanga Department of Human Settlements

Litiko
Lekuhlaliswa Kwebantfu

Department van
Menslike Nedersittings

Umnyango
Wokuhlaliswa Kwabantu

Sub- Directorate : Bookkeeping
Post : Senior State Accountant
Salary : R185 958 p.a
Centre : Head- Office
Ref : SSA/01

Requirements:

A degree/ diploma or equivalent qualification with Accounting as a major subject. Knowledge of bookkeeping, the PFMA, Treasury Regulations and the Basic Accounting System. Ability to work under pressure and meet deadlines.

Duties:

Clear interface exceptions. Clear control accounts. Ensure prompt month end and year end closure of BAS. Perform ledger and PMG reconciliations. Assist and ensure the correct allocation of expenditure. Assist with the compilation of interim and annual Financial Statement.

Sub- Directorate : Communication and Information System Management
Post : Assistant Director (Community and Intra-Departmental)
Station : Head -Office
Salary : R221 058.00 p.a
Ref : CID/02

Requirements :

A Bachelor's degree or National Diploma in communication .Public Relation, journalism or equivalent degree. Relevant experience in the events management and campaign implementation. Experience in campaign conceptualization, planning and implementing communications strategies. Computer literacy and the ability to manage electronic dissemination of information. Knowledge of public sector communication policies, strategic and methods.Understanding of the human settlements conditions and public policy.Valid code 08 driver's licence and comfortable with extensive travel.

Duties :

Promote integrated communication with the relevant target audience through the coordination of departmental events and community meetings. Develop and implement a programme of events for the department. Coordinate logistic arrangements for events. Ensure that all events are branded .Report and concept paper development for campaigns. Participate in intra-departmental events. Coordinate the activities of the Executive Outreach programme.

Sub -Directorate :Communication and Information System Management
Post : Assistant Director (Media Liaison and Monitoring)
Station : Head -Office
Salary : R221 058.00 p.a
Ref :MLM/03

Requirements:

A Bachelor's degree or National diploma in communication, Journalism or equivalent degree. Relevant experience in the media industry or government (if within the public service).Experience in conceiving and implementation communications strategies.Computer Literacy and the ability to manage electronic dissemination of information.Knowlegde of (public sector) communication policies,strategies and methods.Understanding of the human settlements conditions and public policy.Experience in media relations and a good understanding of multimedia. A Valid code 08 driver's licence and comfortable with extensive travel.

Duties:

Manage and development and implementation of the human settlements department media policy and strategy. Conduct and co-ordinate media research for the department and its stakeholders. Responsible for the development and maintenance of good relationships with the media at all levels.Responsible for the overall organization, co-ordination and implementation of media activities for the department. Deal with media queries, organizing media briefings and press conferences. Understanding of the Public Finance Management Act, the Public Service Act and related regulations and prescripts.

Sub- Directorate :Communication and Information System Management
Post : Communication Officer (Production and Publication))
Station : Head -Office
Salary : R149 742.00 p.a
Ref :PRD/04

Requirements:

An appropriate degree/ diploma in journalism/ Public Relations or Communications. Recognisable experience in production and publications will be an added advantage. Ability to work under pressure and meet deadlines. Good writing and editing skills. Computer literacy. Good photographic skills and Driver's license.

Duties:

Research, sources, collate and write for internal newsletters. Edit and proof-read articles. Render exhibition and production services to the Department. Formulate and execute campaigns for the Department. Develop concept papers for Departmental Programmes/ Campaigns. Events and Provide support services to the other sections in the Department.

Sub- Directorate :Communication and Information System Management
Post : Assistant Director (Production and Publication)
Station : Head -Office
Salary : R221 058.00 p.a
Ref :PRODUCTION/05

Requirements:

An appropriate three year degree/diploma or equivalent qualification and recognizable experience in a design or communication related field. Knowledge, skills and competencies required: Knowledge of graphic design programmes, e.g Corel Draw, adobe package (Photoshop and In-design). Sound knowledge of working on PC or Apple Macintosh. Good photographic skills. A valid driver's license.

Duties:

Provide communication services for the Department. Update the Departmental Website and photo gallery. Render production services for the Departmental publications, e.g newsletters, annual reports, brochures, posters, pamphlets, invitations and programmes. Ability to produce fresh designs and carry the work through a conceptual phase up to the print-ready stage. Brand events and exhibitions. A successful candidate may at times be required to work beyond normal hours.

(NB a profile of previous publication produced must be attached)

DUTIES AND REQUIREMENTS FOR POST

Sub- Directorate :Communication and Information System Management
Post : Assistant Director (Media Liaison and Marketing (Level 09).
Station : Head -Office
Salary : R221 058.00 p.a
Ref :MEDIA/0

Requirements: • A Bachelor's Degree or National Diploma in Communications, Journalism, Marketing or equivalent qualification • Relevant experience in the media, marketing industry or government (if within the public service) • Experience in conceiving, marketing and implementing communications strategies • Computer literacy and the ability to manage electronic dissemination of information • Knowledge of (public sector) communication policies, strategies and methods • Understanding of the human settlements conditions and public

policy • Experience in marketing services, product, concept/campaign development and a good understanding of multimedia • Valid Code 08 driver's license and comfortable with extensive travelling.

Duties: • Manage the development of marketing products and campaigns. Implementation of the human settlements department media policy and strategy • Conduct and co-ordinate media/marketing research for the department and its stakeholders • Responsible for the development and maintenance of good relationships with the media at all levels • Responsible for the overall organisation, co-ordination and implementation of marketing activities for the department • Deal with media monitoring and develop media analysis reports • Understanding of the Public Finance Management Act, the Public Service Act and related regulations and prescripts.

Sub- Directorate : Budget Section
Post : 3xSenior State Accountants
Salary : R185 958 p.a
Centre : Head- Office
Ref : SSA/06

Requirements:

A degree / diploma or equivalent qualification with Accounting. Knowledge of the budget cycle, the PFMA, Treasury Regulations and Basic Accounting System. Ability to meet deadlines as per budget cycle.

Duties:

Collation of budget inputs. Consolidation of budget work papers. Capturing of budget in BAS. Analyse and supply expenditure reports to directorates. Interact with relevant stakeholders in relation to budget variances. Assist in the preparation of the IYM.

Sub- Directorate : Salary Administration
Post : Senior State Accountant
Salary : R185 958 p.a
Centre : Head- Office
Ref : SA/07

Requirements:

Grade 12 plus Diploma or equivalent finance related qualifications. A minimum of three years relevant working experience in Salary accounts. Persal introductory certificates is essential. Computer literacy. Knowledge of the Public Service Regulations (PFMA), Treasury Regulations and Financial Manual. Good communication and problem solving skills. Sound interpersonal relations and management skills.

Duties:

Process and control all salary accounts matters. Ensure the clearance of Persal exceptions on BAS. Ensure that all officials draw salaries from correct allocations. Liase with Revenue and bookkeeping section on identified and recovered salary debts. Implement control measures to prevent possible fraud areas. Manage Persal to BAS interface. Manage performance of staff.

Sub- Directorate : **Employee Health and Wellness Programme**
Post : **2x Wellness Practitioners**
Centre : **Head Office**
Salary : **R149 742 p.a**
Ref : **EHW/08**

Requirements:

Diploma/ Degree in Social Work, Psychology or other relevant Social Science qualifications. Registration with a professional body e.g EAPA, SACCSPP. Knowledge of legal prescripts pertaining to Employee Health and Wellness in the Public services. Good presentation, communication and report writing skills. Ability to render professional services with maturity and discipline. Driver's license.

Duties:

Assist in development and implementation of policies and programmes on HIV and AIDS and TB. Health and Productivity, Occupational Health and Safety and Wellness Management. Provide psycho- social support and counseling services to employees and their immediate family members. Render prevention programmes on HIV/AIDS and TB and lifestyle related diseases for improved social functioning of employees. Manage addiction and substance abuse in the workplace. Marketing and advocating for Employee Health and Wellness programmes to employees at all levels.

Sub- Directorate : **Employee Health and Wellness Programme**
Post : **Assistant Director (OHS)**
Centre : **Head Office**
Salary : **R221 058 p.a**
Ref : **EHWP/09**

Requirements:

Diploma/ Degree in Safety Management or SAQA Accredited Occupational Health Certificate. Relevant knowledge of policies and legislation with regard to occupational health and safety. Experience in provision of Occupational Health and Safety services. Ability to do reports. Good presentation, communication and report writing skills. Driver's license.

Duties:

Assist in developing and management of safety, health, risk and quality programmes. Facilitate the implementation of SHERQ management programmes. Advise the department on compliance with the Occupational Health and Safety Act No. 85 of 1993. Liaising with the Department of Labour in terms of COIDA. Coordinate activities of the Safety Representatives and Safety Committees. Develop occupational Health Management Systems. Conduct incident investigations (IOD). Management of Departmental Contractor's safety plans in all the three districts.

Sub- Directorate : Transversal Services
Post : Assistant Director
Centre : Head Office
Salary : R221 058 p.a
Ref :AD/10

Requirements:

An appropriate Bachelor's degree / Diploma or equivalent qualifications with relevant experience in all transversal issues. Knowledge of legislations governing transversal issues (e.g gender, disability, children and Youth etc). Sound understanding of and ability to grasp the Public Service Policies and Regulations, including the Public Services Act, PFMA Treasury Regulations and administrative related policies and initiatives. Knowledge of events co-ordinating management. Understanding of community- based organizations and structures. Reasonable computer skills with application of various programmes. Ability to work independently and under pressure. Good interpersonal skills and conflict management. Driver's license is compulsory.

Duties:

Coordinate and administrate transversal issues. Facilitate mainstreaming of disability, gender, youth, and elderly and children issues in the departmental programmes. Implement developmental programmes in line with National Gender Policies. Facilitate integration of disability in the development process. Promote the rights of children. Facilitate youth development and empowerment programmes.

Sub- Directorate : Transversal Services
Post : 3x Senior Admin Officer
Centre : 1x Ehlanzeni District
: 1x Gert Sibande District
: 1x Nkangala District
Salary : R185 958.00 p.a
Ref :EHL/11
: GERT/12
:NKA/13

Requirements:

An appropriate Bachelor's degree / Diploma or equivalent qualifications with relevant experience in all transversal issues. Knowledge of legislations governing Transversal issues (e.g gender, disability, children Youth etc). Good interpersonal relations and conflict management. Good communication skills (verbal and written)

DUTIES

Co-ordinate and administrate Transversal Issues. Facilitate mainstreaming of disability, gender, Youth, elderly and children issues. .in the departmental programmes. Assist with the expansion of Transversal programmes to the three District Offices. Office administration

Sub- Directorate : Transversal Services
Post : Admin Clerk
Centre : Head Office
Salary : R101 007.00 p.a
Ref :AC/14

Requirements:

Applications should be in possession of a Grade 12 certificate. Administration support and financial management. Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) PFMA and Treasury Regulation as well as other relevant prescripts. Good communication (Verbal and Written) and typing skills. Computer literacy in MS Office software (Word and Excel). Good interpersonal relations. Ability to work under pressure and in a professional and friendly manner with personnel and clients.

Duties:

The incumbent's responsibility will be to execute any of the following duties capture/ type data and record keeping. Typing and filing of documents. Responsible for travelling arrangements. Handling of personal and telephonic enquiries from clients. Provisioning admin duties. Processing and record keeping of documents. Handling and distribution of incoming and outgoing mail. and general administrative tasks.

Sub- Directorate : Human Resource Utilisation
Post : Personnel Practitioner
Centre : Head Office
Salary : R149 742.00 p.a
Ref :PPU/15

Requirements

A three year Tertiary qualification in Human Resource Management, Public Administration or relevant qualification with a minimum of two years experience in the Public Service. Computer literacy in MS Word, Excel, Publisher and Power Point will be

added advantage. Have sound knowledge of the Public Service Prescripts. Good interpersonal and communication skills.

Duties

Provide professional admin support functions. Consolidate statistics on PMDS Performance Agreements and quarterly assessments Reports. Address PMDS related queries. Liaise with Departmental stakeholder on PMDS policy and implementation. Conduct preliminary research, including benchmarking into PMDS and consultation with relevant stakeholders. Advisory and support services to Departmental components and on PMDS and implementation processes and practices.

Sub- Directorate : Human Resource Administration and Practices
Post : Assistant Director : HR Systems and Information
: Management
Centre : Head Office
Salary : R221 058.00 p.a
Ref :HRS/16

Requirements:

An appropriate three year qualifications in Human Resource Management plus three years experience in Human Resource Management and the PERSLA system. Thorough knowledge of the PERSAL system and its capabilities, its operation and the information it keeps. Knowledge of the PERSAL/BAS interface. A sound knowledge of the regulatory and management frameworks of the Public Service. Good communication and presentation skills. Comprehensive computer literacy. Extensive proven knowledge of MS Excel. Knowledge of the HR Management Information functionality on PERSAL. A thorough understanding of organizational structures and staff establishments. Ability to utilize PERSAL as a HR Information System tool and provide advice to management. Budgetary and analytical skills.

Duties:

Provide advice to management through using PERSAL as an HR Information System tool. Oversee the implementation of audit and control measures pertaining to **PERSAL**. Ensure sound system access control. Attend to the registering of System Change Requests (**SCCs**). Manage **PERSAL** main Frame User IDs of the Department. Establish the necessary information regarding communication links (i.e IP addresses, LU addresses of PCs, terminals and printers). Identify risks to system security through the use of the **RACF** Reports received from SITA and report such as risks to the **PERSAL** Manager. Provide a **PERSAL** help desk facility for **PERSAL** Users in the Department. Assess and record the **PERSAL** training needs of the Department in conjunction with the section heads and ensure that capacity building of **PERSAL** Users and Revisers in the Department is undertaken. Keep a record of all **PERSAL** Circulars and **PERSAL** Notices. Keep all users informed of procedural and functional changes to **PERSAL**. Advise other components within the Department as to the functions and reports available on **PERSAL** (e.g Estimate Reports, Management Information Reports, etc). Ensure that the Departmental **PERSAL** policy is properly implemented and that all relevant forms

pertaining to access control etc is utilized to ensure a properly controlled **PERSAL** system.

Sub- Directorate : **Legal Services**
Post : **Assistant Director**
Station : **Head Office**
Salary : **R221 058.00 p.a**
Ref : **LLB/17**

Requirements

A 3 or 4 year recognized legal qualification, an LLB Degree will be an added advantage. Understanding of the Department's prescripts and policies. Minimum of 3 years experience in Government environment will be an advantage

Skills and Competencies

Legal research and drafting skills. Interpersonal relations. Dispute resolutions. Report writing skills. Computer literacy and communication skills (written and verbal)

Job Purpose

To provide legal advice. Draft contracts and legislations. Provide support on litigation and conveyance matters

Duties

Drafting of legislation. Drafting of contracts and addenda. Provide support and liaise with the office of the State Attorney. Provide support on administrative issues/matters. Conducting legal research. Provide support to appointed conveyances. Provide legal opinions. Handling of Litigious cases. Taking of minutes

Directorate : **Supply Chain Management**
Post : **Assistant Director (Logis System Controller)**
Station : **Head Office**
Salary : **R221 058 p.a**
Ref : **SCM/19**

Requirements:

A degree or Diploma in Accounting or equivalent qualifications in Economic science with 5 years working experience on Logis System. A Logis System Controller Certificate is a prerequisite. Knowledge and experience in logistics management including payments and orders. Knowledge of Supply Chain Management framework. Sound knowledge of the development and management of database of suppliers. Knowledge and understanding of the information system Vulindlela and applicable financial management

legislation (PFMA, PPPFA, BBBEEA, etc). Computer literacy, good communication skills and project management skills. Ability to communicate at all levels and able to work under pressure.

Duties:

Facilitate the implementation of LOGIS in the regions. Monitor and review process flows and work flows in the Logis environment. Management of security profile in order to control risk involved in the system utilization. Manage interfaces between Logis and Vulindlela Management information system. Drawing of management information system reports. Monitor that data transactions are of acceptable standards. Print and distribute relevant reports to other sections. Control and interpret the monthly balance scorecard. Advise users of the system of any changes affecting the logistic system. Assist and facilitate with financial year end closures. Perform other duties directed by the Accounting Officer/ Treasury.

Sub- Directorate : Supply Chain Management
Post : Assistant Director
Station : Head Office
Salary : R221 058.00 p.a
Ref : LSC/20

Requirements:

A degree// Diploma in Accounting or equivalent qualifications in Economics Science with 5 years experience working on Logis System. A Logis system Controller certificate is a prerequisite. Knowledge and experience in LOGIS, BAS, procurement processes, PPPFA, PFMA, and Treasury Regulations. Appropriate experience in logistics management including payments and orders. Knowledge of Supply Chain Management framework. Sound knowledge of the development and management of database of suppliers. Knowledge and understanding of the information system (Vulindlela etc) and applicable financial management legislation (PFMA, PPPFA, BBBEE, etc). Computer literacy, Good communication skills and project management skills. Ability to communicate at all levels and be able to work under pressure. A valid driver's license is compulsory.

Duties:

Facilitate the implementation of LOGIS in the regions. Monitor and review process flows and work flows in the logis environment. Management of security profile in order to control risk involved in the system utilization. Manage interfaces between logis and Vulindlela Management information System. Drawing of Management information System Reports. Monitor that data transactions are of acceptable standards. Print and distribute relevant reports to other sections. Control and interpret the monthly balance scorecard. Advise users of the system of any changes affecting the logistics system. Assist and facilitate with financial year end closures. Perform other duties as directed by the Accounting Officer/ Treasury.

Sub- Directorate : Fleet and Transport Management
Post : Administration Officer

Station : **Head Office**
Salary : **R149 742 p.a**
Ref : **FTM/21**

Requirements:

Grade 12 with general understanding of fleet management. Understanding of the PFMA, Treasury Regulations and the Supply Chain Management Framework particularly fleet management related. Good communication skills, Computer literate and ability to work under pressure and within a team collective. A valid driver's license.

Duties:

Provide support in general administration of subsidized and Government vehicles. Maintain a proper filing system of both government and subsidized vehicles. Ensure full compliance with transport policies. Process subsidized claims for the officials and do physical inspection of vehicles. Administer log sheets and ensure submission to the relevant sections. Ensure adherence to Batho Pele principles at all times. Perform any additional duties as and when requested by supervisor.

Sub- Directorate : **Demand and Acquisition Management**
Post : **2x Assistant Directors**
Station : **Head Office**
Salary : **R221 058 p.a**
Ref : **DAM/22**

Requirements:

An appropriate three years qualification or an equivalent qualification of no less than an REQV 13. Understanding of the concept of the supply chain management. Knowledge of the code of conduct on supply chain management and applicable financial management legislations (PFMA, PPPFA, BBBEEA, etc). Computer literacy. Good communication skills. Management qualities and the ability to work under pressure and within a team/ collective.

Duties:

Conduct market and commodity analysis; link every request with strategy objectives and the budget, compilation of specification and/ or terms of reference for every request. Scrutinize and analyze all quotations/ bids, render administrative support services to the Departmental Bid specification, Evaluation and Adjudication committees, compilation of bid documents and invitation of bids, ensure that identified objectives of the PPPFA are met, ensure compliance to norms and standards, manage all contracts and as well as the preparation of all reports as required by the department and the provincial Treasury.

Sub- Directorate : **People Housing Process**
Post : **2x Administrative Officers**
Salary : **R149 742 p.a**
Centre : **Ehlanzeni District**
Ref : **PHP/23**

Requirements:

An appropriate Grade 12 certificate. Computer literacy is compulsory. Driver's licence. Knowledge of working with public, private sectors and the community at large.

Duties

Assist communities in establishing themselves as legal entities in order to drive their own housing delivery. Advise communities on the right procedures to be followed when accessing land for housing development. Mobilise and support all community efforts with regard to PHP. Guide and assist the beneficiaries in filling or completing subsidy application forms. Keep records of reports for all running PHP projects. Receiving and acknowledging subsidy applications for housing subsidy grants. Filling of all correspondence of the Section. Help in problem solving and analytical thinking around PHP activities. Ensure correct Project Management practices in all PHP projects. Help to compile budgetary proposals on PHP projects in the District. Perform other job related matters that may be delegated by the Supervisor.

Sub- Directorate : **People Housing Process**
Post : **1x Assistant Director (Implementation)**
Salary : **R221 058 p.a**
Centre : **Ehlanzeni District Office**
Ref : **PHP/DOHS/24**

Requirements:

An appropriate three years qualification with the focus on management. project management is an added advantage. PHP practitioner or knowledge of the implementation of PHP projects. Computer literacy is compulsory. Driver's licence. Knowledge of working with public, private sectors and the community at large.

Duties

Promotion of public awareness of the PHP. Guide the Housing Support Committee in identifying support functions and preparing a business plan for the Establishment Grant. Assist communities in identifying the management structures. Assist in co-ordinating the signing of PHP project agreements between the support organization and the Department, the CRO's and the Housing Support Committee. Initiate and co-ordinate meetings with all stakeholders involved in each project. Assist in scrutinizing PHP projects applications and business plans. Assist in the preparation of monthly quarterly and annual reports. Ensure that the support organization and beneficiaries are assisted in determining the level of services and costs. Promote the cost effective use of resources. Assist with the speeding up of progress payment according to cash flows. Liaise between the Department and relevant PHP stakeholders. Compile reports and keep records of each PHP project. Negotiate with tribal chiefs in respect of availing rural land for housing development. Assist the CRO's in completing the project application form. Assist communities in establishing themselves as legal entities in order to drive their own housing delivery. Mobilise and support all community efforts with regard to PHP. Conduct road shows and make presentations within municipalities around the PHP policy. Help communities to access the Establishment and Facilitation Grants. Facilitate access to subsidies and the

support grant. Assist with the establishment of Support Centres. Ensure that the PHP procedures are well understood by all stakeholders in PHP projects. Help CRO's to apply to the Department for the approval of PHP projects. Perform other job related duties that might be delegated by the Supervisor.

Sub- Director : **Informal Settlements**
Post : **1x Assistant Director**
Salary : **R221 058 p.a**
Centre : **Nkangala District Office**
Ref : **ISS/26**

Requirements:

An appropriate three years qualification with the focus of management. Project management of knowledge of the implementation of informal settlements projects. Computer literacy. Knowledge of working with public, private sectors and the community at large. Knowledge of project Management will be an added advantage.

Duties

Assist the community establishing the appropriate standards and building guidelines, which ensure the safety of and health standard are maintained and that public utilities are not obstructed. Ensure that the account administrator and housing support committees are well- capacitated. Assist in designing the various functions and roles of housing support committee members. Assist in establishing the partnership between the Department of Labour and the Mpumalanga PHP projects. Assist in negotiation with the service providers, professional experts and material suppliers on behalf of communities. Assist in scrutinizing PHP projects applications and business plans. Monitor the activities of the support organizations and the housing support committees. Assist in the preparation of monthly, quarterly and annual reports, ensure that home building families are equipped with technical skills to enable them plan, cost and designed their own houses for the amount of money available, Ensure that project applications meet all the requirements and criteria of the Department. Co- ordinate training/capacity building for communities, assist in the evaluation of the PHP project applications. Ensure that the establishment and facilitation of grants are used correctly.

Directorate : **People's Housing Process.**
Post : **Secretary to the Director**
Station : **Head Office**
Salary : **R101 007 p.a**
Ref : **Secretary/PHP/28**

Requirements:

Grade 12 plus secretarial diploma with typing as a passed subject. Sound understanding of the public service prescript, Computer literary. Ability to work under pressure. Good written and verbal communication skills. Good interpersonal skills and conflict management.

Duties:

Manage the diary of the Director. Handle phone calls. Develop and manage a register for incoming and outgoing documents. Manage the filing system. Arrange meetings for the Director, as required, Draft letters and memo's.

NB: Short-listed candidates will be subjected to a typing test as part of the selection process.

Directorate : Secretariat to Mpumalanga Residential.
Post : Secretary to the Director
Station : Head Office
Salary : R101 007 p.a
Ref : Secretary/PHP/28

Requirements:

Grade 12 plus secretarial diploma with typing as a passed subject. Sound understanding of the public service prescript, Computer literary. Ability to work under pressure. Good written and verbal communication skills. Good interpersonal skills and conflict management.

Duties:

Manage the diary of the Director. Handle phone calls. Develop and manage a register for incoming and outgoing documents. Manage the filing system. Arrange meetings for the Director, as required, Draft letters and memo's.

NB: Short-listed candidates will be subjected to a typing test as part of the selection process.

Directorate : Urban Renewal Rental and Social Housing.
Post : Secretary to the Director
Station : Head Office
Salary : R101 007 p.a
Ref : Secretary/PHP/29

Requirements:

Grade 12 plus secretarial diploma with typing as a passed subject. Sound understanding of the public service prescript, Computer literary. Ability to work under pressure. Good written and verbal communication skills. Good interpersonal skills and conflict management.

Duties:

Manage the diary of the Director. Handle phone calls. Develop and manage a register for incoming and outgoing documents. Manage the filing system. Arrange meetings for the Director, as required, Draft letters and memo's.

NB: Short-listed candidates will be subjected to a typing test as part of the selection process.

Sub- Directorate : Informal Settlements
Post : Administration Officer
Salary : R149 742 p.a
Centre : Nkangala District
Ref : AO/30

Requirements:

An appropriate Grade 12 certificate. Computer literacy is compulsory. Driver's licence. Knowledge of working with public, private sectors and the community at large.

Duties

Assist communities in establishing themselves as legal entities in order to drive their own housing delivery. Advise communities on the right procedures to be followed when accessing land for housing development. Mobilise and support all community efforts with regard to PHP. Guide and assist the beneficiaries in filling or completing subsidy application forms. Keep records of reports for all running PHP projects. Receiving and acknowledging subsidy applications for housing subsidy grants. Filling of all correspondence of the Section. Help in problem solving and analytical thinking around PHP activities. Ensure correct Project Management practices in all PHP projects. Help to compile budgetary proposals on PHP projects in the District. Perform other job related matters that may be delegated by the Supervisor

Sub- Directorate : Planning and Programme Management
Post : Assistant Director
Salary : R221 058 p.a
Centre : Head Office
Ref : PPM/31

REQUIREMENTS:

Recognised diploma or degree in social sciences, public administration or relevant. Experience in public sector planning and applicable legislations i.e. PFMA, Treasury Regulations. Valid drivers licence. Willing to travel extensive hours and work under pressure when required.

DUTIES

Conduct research related to strategic planning and formulate and review a clear strategic plan and annual performance plan for the Department. Analyse relevant policies to inform planning processes of the department. Quantify departmental plans and strategies. Prepare cluster priority and Makgotla reports. Facilitate the development and implementation of the Service Delivery Improvement Plans and Service Delivery Agreement. Ensure alignment of the department's monthly and quarterly reports with the APP. Facilitate and foster partnership with the provincial department, district and local Municipalities on IDP Processes. Facilitate the integration of the departmental programmes.

The Department of Human Settlements is an equal opportunity; affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions.

Required documents:

verification of personal details and qualifications of the applicant and references..All successful candidates have their personal details, qualifications and reference verified. People with disabilities are encouraged to apply.

Z83 application form. Detailed CV with contact details of three recent references. Certified copies of qualifications and identity document.

Applications received after the closing date will not be considered. Please clearly indicate the reference number, position you are applying for. If you apply for more than one position. Submit separate applications.

Applications should be posted to: The Head of Human Resource Management, Department of Human Settlements.

Private Bag X 11328, Nelspruit 1200

Hand Delivery, Building number 6 lower ground, Riverside Government Complex

For enquiries please contact:

Ms JC Maseko @ (013) 766 6275

Mr. S.D Nkosi @ (013) 766 6495

Closing Date : 25 May 2012