

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

- APPLICATIONS** : For the department of Human Settlements to be submitted to: HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by hand in the box provided in the entrance at OR Tambo Building Bloemfontein.
- CLOSING DATE** : 16 August 2019
- NOTE** : Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Please visit the Department of Human Settlements' website at www.humansettlements.fs.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.

MANAGEMENT ECHELON

- POST 26/60** : **CHIEF DIRECTOR: HUMAN SETTLEMENTS PROGRAMME IMPLEMENTATION: REF NO: HS 1/2019**
- SALARY** : R1 251 183 per annum (Level 14) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
- DUTIES** : An appropriate Bachelor's degree or equivalent qualification and 6-10 years' extensive managerial experience in similar environment
it will be expected of the successful candidate to strategically promote Capacity Building and Stakeholder Mobilization in order to eradicate Informal Settlements and effective Customer Service and Housing Information Management by: Promoting the development of and guiding the successful implementation of housing policies and strategies on the Eradication and Upgrading of Informal Settlements, Guiding and ensuring the successful implementation of Capacity Building Programmes/Strategies, Strategically promoting stakeholder mobilization and management. Ensuring and promoting effective and efficient housing information, Reporting monthly, quarterly and annual on matters related to the above and on such matters, participating in the development of 5 year Strategic Plan and an Annual Performance Plan on matters above and planning, managing and co-ordination all resources within the Chief Directorate towards the successful implementation thereof and towards ensuring that budget spending is maximized in line with allocated funds. This requires a person with a proven record of strategic leadership capabilities, outstanding planning – and analytical skills coupled with strong interpersonal relationship skills. A proven record of an in – depth knowledge of and extensive managerial experience in a similar environment is a pre-requisite.
- ENQUIRIES** : Adv. T.P. Tsuaeli, Tel No: (051) 403 3816

<u>POST 26/61</u>	:	<u>CHIEF DIRECTOR: HUMAN SETTLEMENTS PROJECT MANAGEMENT: REF NO: HS 2/2019</u>
<u>SALARY</u>	:	R1 251 183 per annum. (Level 14) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An appropriate degree in Project Management or equivalent qualification and Project Management experience of at least 3-5 years in the building/housing environment of which at least 6-10 years as management level in the public or private sector
<u>DUTIES</u>	:	To oversee the development of project planning and definition support services to the PPMU to support programme and portfolio management. Oversee the contracting and procurement of service providers and entering into service agreements with them. Oversee the procurement of project related resources for the Department in support of the various projects. Oversee the development of a project reporting programme and schedule. Oversee the development of project risk plan and structure to identify project risks and to develop mitigation actions. Oversee the management of Departmental assets, finances and infrastructure. Oversee the performance of direct reports and manage their development. Manage, plan and co-ordinate all resources in the Directorate in line with Departmental policies and strategies, which includes the budget, human resources, equipment, official vehicles, accommodation, etc This post requires a person with good planning and problem solving skills, coupled with the ability to work under pressure. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive experience in a similar environment is a pre-requisite.
<u>ENQUIRIES</u>	:	Adv. T. P. Tsuaeli, Tel No: (051) 403 3816
<u>POST 26/62</u>	:	<u>DIRECTOR XHARIEP DISTRICT: XHARIEP DISTRICT: REF NO: HS 3/2019</u>
<u>SALARY</u>	:	R1 057 326 per annum (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Xhariep District Engineering Degree Civil (B ENG/BSC (ENG) or BTECH qualification). 6-10 years post qualification experience required and eligible to register as a Professional Engineer. Valid driver's license and extensive managerial experience in a similar environment.
<u>COMPETENCY</u>	:	This post requires a person with a proven record of managerial and leadership capabilities, planning and analytical skills coupled with excellent interpersonal relationship skills. An in-depth knowledge of and extensive experiences in similar environment is a pre-requisite.
<u>DUTIES</u>	:	Project design and analysis effectiveness: perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to or theory. Co-ordinate design efforts and integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or re-direct project services for the attainment according of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services, manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives, manage the commercials added value of the discipline-related programmes and projects.
<u>ENQUIRIES</u>	:	Adv. T.P Tsuaeli, Tel No: (051) 403 3655

OTHER POSTS

<u>POST 26/63</u>	:	<u>DEPUTY DIRECTOR: LAND TENURE SERVICES REF NO: HS 4/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein An LLB or 4 year recognized legal qualification; At least 3-5 years' experience and appropriate post qualification legal/ litigation experience; Experience in conveyancing will be an added advantage; A valid driver's license; Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict.
<u>DUTIES</u>	:	Upgrading of Land tenure rights and Lodging of deeds of grants rights, render advice regarding land tenure issues to Municipalities, obtain information from relevant departments to open of township registers, implement of the EEDBS Housing policy, rectifying of erroneous title deeds, to render advise and manage the land tenure function within the Department (Housing Act, 1997(Act 107/1997), Management of the Sub-Directorate Land Tenure.
<u>ENQUIRIES</u>	:	Adv T. P. Tsuaeli Tel No: (051) 403 3816
<u>POST 26/64</u>	:	<u>DEPUTY DIRECTOR: SECURITY MAINTAINANCE AND ANTI CORRUPTION REF NO: HS 5/2019</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Appropriate degree in Security Management coupled with qualification with PSIRA certificate, Grade 12 Certificate and Extensive experience in Management of, Physical, Personnel & Information Security, Information Communication Technology as well as Lock and Key Manipulation skills; SSA Security Manager's Course; Driving License.
<u>DUTIES</u>	:	To plan, manage and co-ordinate all activities of the Security Management Sub-Directorate of the Free State Department of Human Settlements, by performing the following functions: Ensure that a pro-active, effective and efficient Physical Security, Personnel Security and Information & Document Security Posture is maintained, in support of the responsibilities and Mandate of the Director: Security Management and Anti- Corruption: FSHS, by managing the day to day functional operation of all administrative and line functions of the Physical Security Component, throughout the Free State Province; Ensure the functional operation of administrative and line functions of the Information Security Component, including the Departmental Vetting Officer, by ensuring that the previous employment, qualifications, citizenship and criminal record of all candidates are verified before they are employed. Ensure that the employees of the department are screened and that security clearances applications are processed as per legislation. Ensure that effective coordination between FSHS: SMAC and Mandated Security Role players take place on Operational Level and that specific SMAC operations are carried out and completed successfully developing and implementing an Information System that will record all security related incidents and manage all activities of the Security Management Sub-Directorate and analyse, report and coordinate all functions with Anti- Corruption Sub-directorate, Security Committee, relevant provincial and national department and relevant Organs of State nl State Security Agency (MISS Implementation) and Government Security Regulator (SAPS – MPSS Implementation).Collect Information and analyse all environmental aspects impacting and influencing the security risks of the Department and liaise with Security Committee and Risk Manager in the

mitigation thereof. Establish a programme or programmes that informs employees and relevant community role players on an ongoing basis on all aspects of Security Management- Physical, Personnel and Information - and provide support in this area to the Anti-Corruption Sub-Directorate, by promoting the departmental and national policies that must be adhered to, including the values and principles of public administration as contained in the constitution and standards of professional conduct.

- ENQUIRIES** : Mr L Tshabalala Tel No: (051) 403 3417
- POST 26/65** : **DEPUTY DIRECTOR INFORMATION MANAGER: HOUSING SUBSIDY SYSTEM REF NO: HS 6/2019**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: Appropriate Degree or Equivalent qualification with 3-5 years' experience in a Human Settlements environment. The candidates who are in possession related Information Technology and Accounting degree with exposure in related field may also apply. A valid driver's license is required. Willingness to travel and work long hours Recommendations: Computer literacy, numeracy skills, literacy skills, interpersonal relationship skills, problem solving/Analytical skills and management skills.
- DUTIES** : Facilitate and render advice to stakeholders towards (e.g. Municipalities, senior officials, colleagues, district officers and national housing on matters related to the successful implementation of all housing subsidy programmes within the province. Liaise with numerous stakeholders towards ensuring the successful implementation of such projects. Ensure the facilitation of completion and submission of necessary housing application forms to the relevant approval authority. Manage all housing administration issues including the reconciliation of all projects to reduce the risk of incorrect payments on the following project and programmes within the Department of Human Settlements: Blocked Projects, Completion of income houses, Individual Subsidies (Non Credit and credit linked), Finance Linked Individual Subsidies, Project Linked subsidies (Rural), Relocation and rightsizing, Restitution, Consolidation, Emergency housing assistance, Integrated Redevelopment Development Programmes (IRDP).
- ENQUIRIES** : Adv T. P. Tsuaeli/ N Molikoe Tel No: (051) 403 3816/ 051 405 4727
- POST 26/66** : **DEPUTY DIRECTOR: AFFORDABLE HOUSING PROGRAMME REF NO: HS 7/2018**
- SALARY** : R733 257 per annum (Level 11) (An all-inclusive package). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Bloemfontein
: Appropriate Bachelor Degree or equivalent qualification with relevant experience in similar environment.
- DUTIES** : Ensure the implementation and management of the Community Residential Units (CRU) Programme and Transitional & Special Need in Housing the Province. Ensure that feasibility studies are conducted with regard to CRU and Transitional & Special Needs Housing Projects. Develop and manage service level agreements with consultants on matters related to CRU. Conduct public housing stock audits. Participate in meetings of the CRU Steering Committee to ensure the development of rental housing for persons earning less than R3500, monitor the activities of such Committee and report and/or advise thereon. Liaise with the Subsidy Administration unit on the allocation of subsidies for the development of CRU Projects and Transitional and Special Needs Housing Projects. Monitor and evaluate progress made with regard to CRU projects and report and advice thereon. Monitor, advice and report on the progress of municipal Projects Support Teams. Monitor, advice and report on

the effectiveness and success of CRU units. Facilitate the successful implementation of CRU related legislation and strategies and develop and implement provincial policies related thereto. This includes the following: facilitate the establishment of and the management of the project Support Teams and the provincial steering committees. Promote and advocate the CRU and Transitional and Special Needs Housing through (Conducting of) workshops and road shows as well as through other means of promotion. interact and maintain sound relationships with various stakeholders such as Sector Departments, Service Providers towards improving on the implementation of CRU Legislation and Programmes/ Projects.

- ENQUIRIES** : Mr B Leeuw Tel No: (051) 403 3417
- POST 26/67** : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (OSD) REF NO: HS 8/2019**
- SALARY** : R718 059 per annum (Level 11) (An all-inclusive package) OSD. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.
- CENTRE REQUIREMENTS** : Districts of Lejweleputswa
: An Honors' degree in the Built Environment field of study. B Tech qualification (Built Environment field) with a minimum of one-year experience. National Higher Diploma (Built Environment field) with a minimum of 3-5 years' experience. National Diploma (Built Environment field) with a minimum of two years' experience.) Valid driver's license. Registration with the SACPCMP as a Candidate Construction Project Manager is compulsory upon appointment.
- DUTIES** : Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:-Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. (b) Project accounting and financial management: Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office administration: -Provide inputs to Construction Project Manager with tender administration; liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and development: -Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and liaise with relevant bodies/councils on project management.
- ENQUIRIES** : Mr T. Makepe Tel No: (051) 403 4380
- POST 26/68** : **SNR LEGAL ADM OFFICER: LEGAL SERVICES REF NO: HS 9/2019**
- SALARY** : R470 040 per annum (Level 09)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : LLB and 3 years or more appropriate post qualification experience.
- DUTIES** : The successful candidate will be responsible for the following functions: prepare draft legislation and/or legal documents with regard to matter related to Human Settlements and render advice on the correct and successful implementation thereof Provide legal interpretations/ opinions on matters related to the Department Render advice on the legal implications on management decisions Assist the Department with litigations Develop and ensure that a departmental legal database is kept and maintained Represent the Department in various legal meetings and/ or for within and outside the Department, both on a national and/ or provincial level Plan and manage all resources of the Sub-Directorate.
- ENQUIRIES** : Mr T. Motaung Tel No: (051) 403 3566

POST 26/69 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT:
CONDITIONS OF SERVICE REF NO: HS 10/2019**

SALARY : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : 3-year Bachelor's Degree/ National Diploma in Human Resource Management, candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge and application of the PERSAL System; Knowledge of relevant HR Good interpersonal relations and communication skills; Ability to work independently in a highly management legislation and directives. Skills and Competencies: Computer literacy (MS Word, Outlook, Excel and Persal); Planning and organizing skills; pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.

DUTIES : Manage and co-ordinate HR administration and statistics; Manage conditions of service and service benefits (leave, housing, Injury on duty, terminations, long service recognition, overtime, relocation, pensions, PILIR etc.;) Administer the confirmation of probations, ensure that resettlement is paid according to the policy and to qualifying officials only assist in maintaining the organizational structure on Persal. Assist in the development, review and implementation of the departmental HR policies in the department.

ENQUIRIES : Mr P. Soke Tel No: (051) 403 3802

POST 26/70 : **ADMIN MANAGER: THABO MOFUTSANYANA DISTRICT SERVICES REF
NO: HS 11/2019**

SALARY : R376 596 per annum (Level 09)
CENTRE : Thabo Mofutsanyane District Services
REQUIREMENTS : Relevant Degree/National Diploma in Administration, 3 years' experience in the field, candidates who are in possession of Grade 12 with exposure in a related field may also apply, knowledge in Administration, Human Resource Management, Supply chain management and Financial Management. Leadership, Management Skills, Interpersonal skills, Communication Skills, Co-ordination Skills, Problem solving skills and Organizational Skills. Commitment, Integrity, Loyalty, Professionalism, Helpfulness and Punctuality.

DUTIES : Develop in liaison with the District Director, the budget of the district and administer Budget. Exercising expenditure control to ensure the effective utilization of funds. Handle matters related to FMS to reconcile expenditure with District Office. Sensitize and keep the director informed on matters related to the budget of the district office, e.g. spending patterns, overspending and or understanding. Collect, consolidate and prepare financial and non-financial performance reports in respect of management based on information obtained from respective line-functionaries within the directorate. Handle in liaison with the district director, audit queries on matters related to the budget and expenditure. Serve as entry point to and from the district office on matters related to the budget. Keep and maintain the leave register for the district office. Keep and maintain a Database of performance and Development Plans (PDP's) of all personnel in the district office. Consolidate and submit the PDMS BI-Annual Reviews and Annual Assessment to the Corporate Services Chief Director. Communication the personnel Development Plan of all officials in the District Office to the Departmental Skills Development Facilitator. In consultation with the Department HR management Sub-directorate (Corporate Services) render a support service on matters related to the appointment, transfers and resignation of personnel within the District Office. Serve as an entry point to and from the District Office on matters related to the personnel administration. Develop and maintain the Asset Management Register of the district office and submit monthly status report in this regard. Ensure the procurement of goods and services for officials within the District Office in line with procurement procedures and prescription (e.g. quotations, submissions, etc.). Verify and certify invoices and submit such to the office of CFO for purpose of payment. Serve as entry point to and from the district office on matters related to supply chain management. Represent the district office in the health and safety committee of the Department. Ensure the effective administration of administration of travel and accommodation arrangements for District Director and officials within the district office. Ensure coordinated and cost effective travelling, which includes dealing with subsistence and travel claims of officials. Liaise with service providers to ensure the effective

maintenance of equipment (facsimile, photocopy machines, computers, printers, etc.). Ensure that that an effective and efficient support is rendered to the district office on matters related to the arrangement of district service management and or staff meetings, which include the preparation of agenda packages, minute taking and distribution, venue and catering arrangement. Ensure that the vehicles are properly allocated and authorized for the trips as well as its maintenance. Administrate private monthly accounts of all officials in the district office in line with departmental policy. Liaise with the service providers for maintenance of the photocopy and fax machine and telephone lines.

- ENQUIRIES** : Mr P. Soke Tel No: (051) 403 3802
- POST 26/71** : **ASSISTANT DIRECTOR LOGISTICS MANAGEMENT, AND TRANSIT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: HS 12/2019**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : Relevant Degree/Diploma, NQF 6 or equivalent. LOGIS /BAS training / 3 years' relevant experience.
- DUTIES** : Supervise the activities of the Supply Chain Management Practitioners and officers to contribute to the rendering of a professional supply chain management services for example: Personnel development, Performance and discipline, Ensure quality of work. Supervise the implementation and maintenance of Supply Chain Management practices (including LOGIS Transactions) concerning Logistics and Stores and maintenance of supply chain management processes in the department to contribute to the rendering of a professional Supply Chain Management Services. LOGIS (Ordering, Payments, Transit IN, Transit OUT, Warehouse, Quotations, e.g.) Render a supply chain management advisory services to the Department by promoting effective supply chain management by researching, analyzing, developing, monitoring and reviewing Departmental policies, strategies, guidelines, procedures and circulars to contribute to the consistent and effective application of supply chain practices. Monitor and evaluate supply chain management policies, procedures and practices. Provide supply chain information and knowledge management services to the Department, for example: relevant reports in relation to implementation of supply chain management policies, procedures and practices. Manage the selection, generation and presentation of supply chain management information taking into account the strategic and operational management information requirements. Approve and verify all documents and transactions on LOGIS/BAS according to delegation. (Authorization should happen on a higher level preferable at AD or Control level 9). Prepare reports on supply chain management issues and statistics. Compile monthly reconciliation's and finalizations of outstanding payments / submissions / recommendations.
- ENQUIRIES** : Ms K Mthembu Tel No: (051) 405 5222
- POST 26/72** : **ASSISTANT DIRECTOR SKILLS DEVELOPMENT FACILITATOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: HS 13/2019**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : 3-year Bachelor's Degree/National Diploma or equivalent qualification, candidates who are in possession of Grade 12 with exposure in a related field may also apply, a minimum of 3 years' relevant experience in the field of Human Resource Development within the Public Service Knowledge and application. Knowledge and understanding of the skills development management environment, knowledge of skills development management legislation / directives, knowledge of policies / implementation strategies, a valid driving license is required. Willingness to travel and work long hours. In depth knowledge and understanding on human resource development, Legislation, policies, practices and procedures. Business strategies translation and alignment. Leadership skills. Planning and organizing skills. Problem solving skills. Policy Development skills. Presentation skills. Interpretation skills. Creativity.
- DUTIES** : To facilitate skills development programme within the department. To develop and implement workplace skills plan in line with the departmental strategic plan Free State growth development strategy and national skills priorities.

Administer and implement learner ships, internships and skills programmes in line with the departmental and provincial priorities. Conduct training needs analysis and skills audit. To manage the bursary function within the department. To ensure the advertising and promotion of bursaries internal and externally. To advise the departmental bursary committee. Develop, implement, monitor and evaluate human resource development policies in the department. Supervision of resources.

ENQUIRIES : Mr S.M. Manake Tel No: (051) 405 4031

POST 26/73 : **ASSISTANT DIRECTOR HOUSING SUBSIDIES: PROGRAMME DESIGN AND ALLOCATION REF NO: HS 14/2019 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Bloemfontein
: A recognizable Degree/Diploma or equivalent qualification, 3 years' work experience in the housing environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge and understanding of the housing management environment, knowledge of beneficiary management legislation / directives, knowledge of policies / implementation strategies, extensive knowledge of HSS; A valid driving license is required. Willingness to travel and work long hours.

DUTIES : To handle all housing administration issues and beneficiary management on the following projects and programmes within the department. To facilitate the completion and submission of the necessary housing application forms to the relevant approval authority. Provide information/ awareness sessions to stake holder on the Housing Subsidy Programme. Administer and process housing application forms in respect of projects and programmes, payment queries received from payment authorization.

ENQUIRIES : Ms MR Ridgard Tel No: (051) 405 4031

POST 26/74 : **ASSISTANT DIRECTOR PERFORMANCE MANAGEMENT: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: HS 15/2019**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Bloemfontein
: Relevant Degree/National Diploma and certificate in Supply Chain Management, 3 years' experience in compliance and oversight, public sector experience, knowledge of acquisition management practices, knowledge of supply chain management policy framework, candidates who are in possession of Grade 12 with exposure in a related field may also apply Recommendations: Written and verbal communication on the provision of information or clarity that the jobholder has to provide, handling requisition and queries. Interpersonal skills, Communication skills, Problem solving skills, Analytical skills, Decision making skills.

DUTIES : To ensure compliance with prescripts internal control, to co-ordinate monthly, quarterly, mid-year and annual reports to be submitted to Provincial Treasury on monthly basis. Maintain a complete register and management of all processes concerning the quotations, to co-ordinate audit queries raised by Internal and External Auditors from time to time, to perform audit follow ups and ensure that corrective actions taken by the management are implemented. Facilitate the implementation of the departmental risk management policy and outlining procedures to mitigate risks in Supply Chain Management.

ENQUIRIES : Ms B Helepi Tel No: (051) 403 329

POST 26/75 : **ASSISTANT DIRECTOR CONTRACT MANAGEMENT: SUPPLY CHAIN MANAGEMENT REF NO: HS 16/2019**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Bloemfontein
: Relevant Degree/National Diploma and certificate, 3 years' experience in acquisition, demand, database and contract management, candidates who are in possession of Grade 12 with exposure in a related field may also apply, Driver's license. Recommendations: Knowledge of Law of Contract, Communication skills, Negotiation skills, Organizational skills, Analytical skills, Decision making skills, Client oriented, Commitment, Creativity and innovation. It will also be an advantage to have a certificate in Advanced Public Sector

		Supply Chain Management, public sector experience and knowledge of Supply Chain Management Framework.
<u>DUTIES</u>	:	Oversee Service Level Agreement Compliance, managing any state property used in contract performance, monitor transaction compliance (milestones, deliverables, invoicing etc.) ensure contract close-out, extension or renewal. Resolving disputes in a timely manner, exercising state remedies, as appropriate, where a contractor's performance is deficient, serve as the point of contact for customers on contractual matters, ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation, monitor customer satisfaction in line with contracting practices. Documenting significant events, maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
<u>ENQUIRIES</u>	:	Ms B Mthembu Tel No: (051) 405 5222
<u>POST 26/76</u>	:	<u>HOUSING TECHNICIAN REF NO: HS 17/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Appropriate degree in building / Civil Engineering/ or National Diploma in Building / Civil Engineering. Registration with the appropriate professional body will a plus. Candidate to have knowledge of the following: BNG Housing industry. Project Management Principles. Building Engineering Process. Building Milestones. Building Industrial Practices. Housing Code. National Building Standards and Regulations. NHBRC Building Manual, 3years experience will be an added advantage.
<u>DUTIES</u>	:	Technical plan, direct, co-ordinate, manage, and oversee the rendering of the following services, in the Province. Quality inspections on BNG housing projects allocated in the province. Undertake, approve and control building milestone for payments. Meetings with contractors, consulting engineers and NHBRC technical inspectors to discuss noncompliance. Compile building cost estimate (Bills of Quantity) to inform management decision. Compile material specification in accordance with the departmental specification for all the projects. The receipt of request for the testing of building materials not covered by the departmental norms and standards (specifications). The receipt and the evaluation of the housing development proposals relating to alternative building methods and materials. Solve technical problems in accordance with the policy and priority with regard to inspection of BNG Houses. Compile tender specifications and regulations. Writing reports on the quality of houses and material inspected on site.
<u>ENQUIRIES</u>	:	Mr T.K. Malebane Tel No: (051) 405 4380
<u>POST 26/77</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING SPECIALIST REF NO: HS 18/2019</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate 3 years Degree, 3-5 years' experience in the field, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills. The candidates who are in possession of Grade 12 with exposure in a related field may also apply.
<u>DUTIES</u>	:	To develop, maintain and/or facilitate the successful implementation of the Department's strategic planning policy and/or implementation strategy (in line with national and/or provincial frameworks). Facilitate strategic planning workshops in the Department towards the development and/or review of the Department's 5-year Strategic Plan, 3-Year Annual Performance Plan and Annual Operational Plans in line with the provisions of Treasury Regulations and/or national and/or provincial formats. Improve the capacity of the Department on matters related to strategic – and operational planning. Facilitate the implementation of the Department Strategic Plan and Annual Performance Plan. Represent the Departmental in national and/or provincial meetings on matters related to strategic – and operational planning. This include the following: attend and participate in scheduled national and/or provincial meetings / for a, ensure that resolutions taken during national and/or

- provincial meetings on matters related to strategic planning, monitoring and evaluation are complied with and report thereon.
- ENQUIRIES** : Ms M.J. Ramakatsa Tel No: (051) 412 9300
- POST 26/78** : **ASSISTANT DIRECTOR: BENEFICIARY MANAGEMENT REF NO: HS 19/2019**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Mangaung District Services
: Applicants must be in possession of an appropriate recognized Bachelor's degree or National Diploma; 3 years' experience. The candidates who are in possession of Grade 12 with exposure in a related field may also apply. Knowledge of and understanding of the housing sector legislative framework; Learning and Development methodologies; Knowledge of the Human Settlements projects and programmes; Programme and Project Management; Knowledge of Training and Skills development legislation, understanding of IGR and relevant legislation; Strategic capability and leadership; Report writing and document preparation; Good facilitation and presentation skills; Research analysis and training skills; Budgeting and financial management skills; Change management, service delivery innovation, public service regulations and PFMA; Ability to work under pressure; A valid driving license is required. Willingness to travel and work long hours.
- DUTIES** : Develop and implement Human Settlements beneficiary and community empowerment programmes policies and procedures; Manage the overall customization and production of educational materials for beneficiary and community empowerment programmes; Ensure consistency in the use of materials and empowerment processes; Develop and implement monitoring and evaluation systems and tools on beneficiary and community empowerment and awareness programmes; Advice management on the effectiveness of the programmes; Liaise with municipalities and provinces on their beneficiary lists to determine the Human Settlement programmes relevant to the particular community; Conduct annual review of the training manuals; Conduct beneficiary workshops on consumer education for municipal officials, CDWs, provincial officials and other stakeholders in the provinces; Identification and assessment of the training needs of relevant stakeholders; Facilitate the roll out of consumer education programme; Training of beneficiaries and communities on HS consumer education; Creation of partnership with other stakeholders; Harness and mobilise the available resources for HCE awareness; Facilitate and implement HCE awareness through road-shows, door-to-door campaigns and information sessions; Develop and implement business plan and annual performance plan of the sub-directorate; Provide budget inputs for the sub-directorate; Performance and Talent management for the sub-directorate; Development and compilation of specifications for services to be procured.
- ENQUIRIES** : Mr R.I. Mokoena Tel No: (051) 412 9306
- POST 26/79** : **SECURITY MAINTAINANCE OFFICER: SECURITY MAINTAINANCE AND ANTI CORRUPTION REF NO: HS 20/2019**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Bloemfontein
: A recognizable National Diploma/Degree in Safety Management. Security management Course (SSA). Security Grade A (PSIRA). 1-2 years' experience in a security management environment. The candidates who are in possession of Grade 12 with exposure in a related field may also apply, A valid driver's license (attach a copy). Required Skills and Knowledge. Recommendations: Security maintenance risk control measures. Security principles and practices. MPSS. MISS, Decision making. Team leadership, Creativity, Financial management. Customer focus and responsiveness. Communication, computer skills. People management. Planning and organizing.
- DUTIES** : Implement security measures, including access control. Conduct personnel suitable checks and render advice thereon. Conduct security awareness programmes. Conduct workshop on security awareness. Process the disclosure of financial interest of departmental employees. Implement awareness programmes. Monitor the security status within the department. Liaise with districts on the arrangement and preparations for awareness campaigns. Execute the implementation of security policies and procedures as

well as the security measures e.g. MISS, MPSS, etc. monitor the implementation of security of security policies and procedures. Participate in the reviews of security policies and procedures. Participate and attend to minor audit queries. Provide security services. Assist in the verification of security service providers by SSA. Administer security PDMS and audits. Conduct physical security threats and risks assessment (TRA's. attend physical security monthly meeting. Check invoices for monthly payments. Attend to and deal with security breaches. Monitor the in house security services.

ENQUIRIES :

Mr L. Tshabalala Tel No: (051) 403 3417

POST 26/80 :

**SENIOR SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT:
SUPPLY CHAIN AND ASSET MANAGEMENT REF NO. HS 21/2019**

SALARY :

R316 791 per annum (Level 08)

CENTRE :

Bloemfontein

REQUIREMENTS :

A recognizable National Diploma/Degree, BAS and LOGIS training, 1-2 years' work experience in Supply Chain Management and Asset Management activities, of which 3 years must be at supervisory level, knowledge of Public Service Regulations budgetary control good asset management principles, relevant government acts (PFMA, Treasury Regulations, PPPFA, SCM policies and practice notes. Valid driver's license.

DUTIES :

Supervise the activities of SCM Clerks and SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development, performance and discipline, ensure quality of work): Supervise the implementation of SCM practices (Asset disposals, loss control): Promote effective SCM by researching, analyzing, developing and reviewing departmental policies, guidelines and procedures to contribute to the consistent application of SCM practices, Approve and verify all documents and transactions on BAS and LOGIS according to delegations: Prepare reports on SCM management issues, provide SCM knowledge management services(maintain asset database and draw relevant reports) ensure that assets are bar coded before they are distributed to the relevant Cost Centre, responsible for the continuous maintenance of the LOGIS Asset Register, conduct quarterly spot checks on assets and report any discrepancy and losses resulting from criminal offence to the Asset Manager, conduct the annual stock taking on assets and compile the consolidated stork taking report for submission to Provincial Treasury.

ENQUIRIES :

Ms N Hokoane Tel No: (051) 405 5716

POST 26/81 :

**SECRETARIAT: OFFICE OF CHIEF DIRECTOR: CORPORATE SERVICES
REF NO: HS 22/2019**

SALARY :

R316 791 per annum (Level 08)

CENTRE :

Bloemfontein

REQUIREMENTS :

An appropriate three-year degree or National diploma and or 1 – 2 years' relevant work experience in rendering administration support services to a senior manager or a Senior Certificate and experience in rendering secretarial/administration support services to a senior manager, Knowledge and understanding of the Public Service systems/legislation/policies/prescripts, Knowledge and understanding of the PFMA, Knowledge and understanding of the Supply Chain Management procedures and processes, Knowledge and implementation of the Batho Pele Principles, Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage), Knowledge of the LOGIS system would be an advantage, Excellent communication skills (written and verbal), Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner, Ability to work independently and without supervision, Ability to multi-task while working under pressure, Highly organised and able to handle the diary of the Chief Director.

DUTIES :

The successful candidate will provide secretarial/receptionist support service to the senior manager this will, inter alia, entail the following: receives telephone calls and use own discretion to decide to whom the call should be forwarded, manage the diary of the senior manager and exercises discretion in taking decisions on the schedule of the senior manager, performs advanced typing work, operates and ensures that office equipment, e.g. fax, machines and photocopier are in good working order, provide advanced clerical support

service to the manager(s) and/or component, liaise with travel agencies to do travel arrangements, do quality control and assist in planning the itinerary efficiently and effectively, arrange meetings, workshops and events for the manager and other staff of the Unit, identify venues, invite role players, organise refreshments and ensures that all the relevant documents are available, processes the travel and subsistence claims of the manager/unit, processes all invoices and other documents that emanate from the activities of the manager/unit, prepares agendas, programmes and records minutes of meetings of the manager and the unit as far as capacity allows, drafts allocated correspondence and reports, do filing of documents for the manager and other staff of the unit, administers matters like leave registers and telephone accounts, receives, records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit, collects and/or coordinate information for the manager as required, peruse agendas and meeting documents to identify the relevant documents that need to be available to the manager for the meeting, obtain quotations for the procurement of non-store items, remains abreast with the procedures and processes that apply in the office of the manager, collect and co-ordinate all the documents that relates to the budget, obtain the necessary signatures on documents like procurement advices and monthly salary reports, distribute documents like salary advices and IRP5 in the work environment.

ENQUIRIES : Adv T. P. Tsuaeli Tel No: (051) 403 3655

POST 26/82 : **SUPPORT OFFICER: OFFICE OF THE CFO: REF NO: HS 23/2019**

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A Financial Bachelor Degree or Diploma plus appropriate experience in financial management environment and valid driver's license. A maximum of 5 years' experience in a financial environment and 2 years' supervisory experience, knowledge and understanding of public service policies and procedures, working knowledge of the functioning of provincial/National Government, basic knowledge of MS Word, Excel and Power Point, good verbal and written communication skills, knowledge of Financial Management, LOGIS, PERSAL and BAS.

DUTIES : Establish an integrated internal control system in the component. Provide support to develop, implement and monitor financial policies processes and delegations. Coordinate the implementation of audit recommendations. Develop and ensure the successful implementation of a departmental policy and implementation strategy toward improving internal control in the Department, addressing preventative controls to reduce financial-related risk in the financial environment, corrective control to address financial-related risks if and when they occur, detective controls towards monitoring the extent to which financial risks are mitigates and/or addressed effectively. Facilitate assurance services by evaluating system documents. Compile and coordinate the Key Control Matrix on monthly and quarterly reports. Assist the Chief Financial Officer in the coordination of the External Audit process. Ensure the successful implementation of departmental/ public service policies as well as development of policies on matters related to financial management to adhere to the relevant prescripts/ legislation.

ENQUIRIES : Ms N. Molikoe Tel No: (051) 405 4727

POST 26/83 : **TRIBUNAL SUPPORT SECRETARY: AFFORDABLE HOUSING PROGRAMME RENTAL REF NO. HS 24/2019**

SALARY : R316 791 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, Diploma or Degree, 1-2 years' experience in the field. Knowledge of the Public Service Act, PFMA, Public regulation Rental Housing Act, Promotion of Access to information Act as well as Record, Management Act, computer based housing act and policy information systems, Public services reporting procedures and work environment. Recommendations: Project Management skills, communication skills (written and verbal), Computer skills, Problem solving, Conflict resolution skills, Presentation skills, Time-management skills, Supervisory skills.

- DUTIES** : Provide logistical arrangements for the Rental Housing Tribunal mediations and hearings, Report on the circulation of rulings in the Tribunal, provide secretariat service to the meetings of the Tribunal, Processing payments of accounts and the monthly claims of members of the Tribunal, keeping of monthly statistics in relation to complaints received, resolved and outstanding/pending.
- ENQUIRIES** : Ms O. Seate Tel No: (051) 405 4965
- POST 26/84** : **SENIOR SUPPLY CHAIN PRACTITIONER LOSS CONTROL: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO. HS 25/2019**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Bloemfontein
: Recognizable Degree/Diploma and or equivalent qualification coupled with 1-2 years' relevant experience in Supply Chain related activities, Driver's license. Recommendations: Relevant experience within Supply Chain Management, to ensure that all types of losses are reported and recovered from the officials, PFMA, Treasury regulations as well as the Departmental Policy.
- DUTIES** : Supervise the activities of SCM Clerks and SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development, performance and discipline, ensure quality of work): Monitor and evaluate SCM policies and practices related to loss control: Prepare reports on SCM (loss control) issues and statistics: Compile monthly reconciliations of outstanding claims submissions and recommendations implement and maintain loss control register for the department. Registration and recording of different kinds of losses, gathering information regarding losses and claims, convene the loss control committee meetings and provide the secretariat function, compile submissions as per Loss Control Committee's recommendations regarding the finalization of the case. Conduct Loss Control Training and information sessions to all staff.
- ENQUIRIES** : Mr T Khanyetsi Tel No: (051) 403 405 5716
- POST 26/85** : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: BID ADMINISTRATION REF NO: HS 26/2019 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
: Bloemfontein
: Relevant Degree/National Diploma, 3–5 years' experience in acquisition management environment, knowledge of acquisition management practices, interpersonal skills. The candidates who are in position Grade 12 with exposure in related field may also apply. Communication skills, planning skills, analytical skills, decision making skills, client oriented, commitment and creativity. Driver's license Recommendations: Certificate in Supply Chain Management, Public Sector experience, knowledge of supply chain management policy framework.
- DUTIES** : Supervise the activities of SCM clerks, SCM Practitioners to contribute to the rendering of a professional SCM service (personnel development ,performance and discipline, ensure quality of work): Administering tendering processes of the Department, request and evaluate quotations, compile RFP's on behalf of the Department, Prepare bid documents for the department, prepare adverts and conduct preliminary compliance check on bid documents: provide secretariat services to the Bid Evaluation committee, maintain a complete register of all processes concerning the quotations and the tender. Demand and acquisition Specialist: Report on progress related to work. Written and verbal communication with suppliers on awarded and non-awarding of bids. End Users: written and verbal communication on the provision of information or clarity that the jobholder has to provide, handling requisition and queries, etc.
- ENQUIRIES** : Ms B Mthembu Tel No. (051) 405 5222
- POST 26/86** : **PERSONAL ASSISTANTS (X5 POSTS)**
- SALARY CENTRE** : R257 508 per annum (Level 07)
: Bloemfontein
: Director: Supply Chain Management: REF NO: HS 27/2019
: Chief Director: Project Management Unit: Ref No: HS 28/2019
: Director: Financial & Budget Management: Ref No: HS 29/2019

Director: Lejweleputswa District Services: Ref No: HS 30/2019

Director: Priority & Intervention: Ref No: HS 31/2019

REQUIREMENTS

: Secretarial Diploma or equivalent qualification, the candidates who are in position Grade 12 with exposure in related field may also apply. This post requires a person with excellent planning and organizing skills coupled with good interpersonal relationships. A working knowledge of SM Word, EXCEL and Power Point as well as a proven record of being able to set up and maintain a record system is a pre-requisite.

DUTIES

: It will be expected of the successful candidate to ensure that the office of the Senior Manager functions effectively by planning, overseeing, co-coordinating and/ or performing the following functions: manage engagements of the SMS member to improve service delivery: liaise with and/or sensitize the SMS regarding engagements, compile realistic programmes of appointments and journeys, prioritize appointments ensure that appointments are made. Implement administrative measures to ensure the efficient functioning of the office of the SMS: ensure an efficient flow of information and documents to and from the Office of the SMS, compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders, deal with enquiries received, internally and externally to the relevant stakeholders, keep record of documents, memoranda, etc., which are dealt with by the SMS, stay updated with information from various media and to bring such information to the attention of the SMS, arrange for the placements of items on the agenda of meetings chaired by die SMS and to ensure circulation of accompany memoranda. Arrange for the attendance of the SMS at meetings and other relevant gatherings, produce/ prepare relevant correspondence/ paper in connection with the above arrangements, do certain research for the SMS, render a secretarial function for committees chaired by the SMS, assist the SMS with regard to meetings attended by him/her so as to enable the SMS to efficiently execute his/her duties/responsibilities: compile all necessary documents for the SMS in terms of the meetings to be attended and to sensitize the SMS on the contents thereof, prioritize documentation, correspondence, etc., engage members of the public, officials of other Departments and other role-players to determine the scope of issues to be discussed at meetings attended to and/or chaired by the SMS, to conduct research thereon and to prepare briefing documents, prepare and co-ordinate, as directed by the SMS, submissions, documents, briefing notes, etc., record decisions and to communicate it, with the purpose of executions, to role-players, to follow-up on progress made and to prepare briefing notes for the SMS, attend meetings with the SMS with the purpose of minting resolutions and interaction with role-players to ensure the implementation of such resolutions. Ensure the safe-keeping of all documentation in the office of the SMS to be in line with the Archive Legislation: ensure the security of the office and documentation, handle travel arrangements for the SMS and assist her/his personal matters to enable her/him to attend to her/ his duties, set up and maintain systems in the Office of the SMS that will contribute towards improving efficiency in the office, compile and monitor the budget for the SMS's Office to ensure the effective utilization of funds, promote professional behavior and ethics in the Office of the SMS to enhance the image of the Public Service, accompany the SMS on some major visits to assist with administrative and logistics arrangements, serve as an entry point for all internal and external stakeholders who visit or call the office and manage the diary of the Senior Manager and referring others to the appropriate components for action and follow-up on issues on behalf of the Senior Manger to ensure that matters are dealt with effectively, render an office support service to the Senior Manager including typing documents, sending faxes, making photocopies, prepare presentations to ensure that the office runs smoothly, ensure that guests in the office of the Senior Manger are received in such a manner that the professional image of the office is enhanced, execute the functions of a Chief User Clerk to ensure that the procurement needs of the Senior Manager's Office is met and render a support service to the SMS Member on matters related to the budget of the Office of the SMS Member.

ENQUIRIES

: Mr P. Soke Tel No: (051) 403 3802

POST 26/87

: **INTERNAL AUDITOR REF NO: HS 32/2019 (X2 POSTS)**

SALARY CENTRE

: R257 508 per annum (Level 07)
: Bloemfontein

<u>REQUIREMENTS</u>	:	National Diploma or B Com in Internal Auditing or Accounting. Specific knowledge of the Public Finance Management Act. Knowledge of Treasury Regulations. Knowledge of other acts and policies as issued by the Department. Knowledge of the International Standards for the Professional Practice of Internal Auditing. Departmental structure and decision making processes. Ability to work both independently and in a team. Effective interviewing skills. Interpersonal skills. Communication skills, both oral and written. Listening skills. Planning and organizing skills. Registered at the Institute of Internal Auditors, South Africa.
<u>DUTIES</u>	:	Time Management: Completion of tasks as per allocated time-frames. Clear review notes on time. Timely implementation of resolutions taken during meetings. Planning Phase: Prepare the audit file as per standard set out in the audit methodology. Collect and analyze relevant legislative documents. Draft the audit planning memorandum and engagement letter. Arrange logistics for engagement meeting. Prepare attendance register for engagement meeting and circulate. Take minutes during the meeting and document on approved template for record keeping. Document processes conducted by the audit operational staff on system description working paper. Document walkthrough tests performed. Identify risks and ideal controls from the system flow of processes and capture them on the CAA working paper. Execution Phase: compile audit procedures and document on the CEA working paper. Conduct transaction testing and document on the detail testing working paper. Cross reference working papers to audit evidence. Reporting Phase: draft informal queries and document on the draft report. Arrange logistics for exit meeting. Prepare attendance register for exit meeting and circulate. Take minutes during the meeting and document on approved template for record keeping. Send Client Satisfaction Survey to the auditee. Follow-up phase: conduct follow-up audit after six (6) months after issuing Internal Audit reports. Conduct follow-up audit on the managements report issued by Auditor-General South Africa by end of January annually. Contribute to the development and design of Internal Audit policy documents for review. Implement Internal Audit related policies and ensure compliance.
<u>ENQUIRIES</u>	:	Mr O. Themba Tel No: (051) 405 4652
<u>POST 26/88</u>	:	<u>LAND TENURE OFFICER: MANGAUNG DISTRICT SERVICES REF NO: HS 33/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Mangaung District
	:	Grade 12 certificate plus appropriate Diploma /Degree in law Admin Recommendations: Computer skills, interpretation skills, interpersonal skills, communication skills, listening skills and leadership skills
<u>DUTIES</u>	:	to assist with the collection and co-ordination of all information received and collected in terms of act 81 of 1988 towards upgrading of land tenure rights, to assist with the opening of township registers for those general plans that do not have township registers, to assist the acquisition of suitable land for housing and other developmental purposes and to assist with interfacing of new township establishment applications with housing projects allocated.
<u>ENQUIRIES</u>	:	Adv T.P. Tsuaeli Tel No: (051) 403 3655
<u>POST 26/89</u>	:	<u>LAND TENURE OFFICER: XHARIEP DISTRICT SERVICES REF NO: HS 34/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Xhariep District
	:	Grade 12 certificate plus appropriate Diploma /Degree in law Admin Recommendations: Computer skills, interpretation skills, interpersonal skills, communication skills, listening skills and leadership skills
<u>DUTIES</u>	:	to assist with the collection and co-ordination of all information received and collected in terms of act 81 of 1988 towards upgrading of land tenure rights, to assist with the opening of township registers for those general plans that do not have township registers, to assist the acquisition of suitable land for housing and other developmental purposes and to assist with interfacing of new township establishment applications with housing projects allocated.
<u>ENQUIRIES</u>	:	Adv T.P. Tsuaeli Tel No: (051) 403 3655

<u>POST 26/90</u>	:	<u>OD PRACTITIONER: ORGANIZATIONAL DEVELOPMENT REF NO. HS 35/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	
	:	An appropriate 3-year Degree, proven working knowledge on the area of specialization, facilitation skills, leadership skills, report writing skills, analytical skills, problem solving skills, strategic planning skills, training skills, driver's license.
<u>DUTIES</u>	:	To develop and maintain departmental organogram in line with the strategic plan. To conduct business process re-engineering investigations. Undertake efficiency promotion exercises. To evaluate jobs in the department/ province. Provide advice on the development of job descriptions and the application of job evaluation. To undertake administration functions required.
<u>ENQUIRIES</u>	:	Mr Z.M. Koekoe Tel No: (051) 412 9334
<u>POST 26/91</u>	:	<u>ADMIN OFFICER (BUDGET AND SUPPLY CHAIN) OFFICE OF CFO REF NO: HS 36/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Bloemfontein
	:	A Bachelor's degree/Diploma which includes Auditing, Accounting and Mathematics as subjects. A minimum of 1-2 years' experience in financial environment. Knowledge of BAS will be an added advantage.
<u>DUTIES</u>	:	Establish an integrated internal control system in the component. Provide support to develop, implement and monitor financial policies processes and delegations. Coordinate the implementation of audit recommendations. To provide an effective and efficient financial reporting function. To perform internal control functions. Written and verbal communication with Deputy Director Accounting: Director Financial and Budget Management, colleagues within the Department, sub-ordinates, officials from Provincial Treasury and members of the public. This post requires a person with outstanding planning and analytical skills, couple with the ability to provide strategic direction on improved planning systems within Department of Human Settlements. A proven record of managerial and leadership capabilities and in depth knowledge of and extensive managerial experience in a similar environment is a prerequisite.
<u>ENQUIRIES</u>	:	Ms N. Molikoe Tel No: (051) 405 4727
<u>POST 26/92</u>	:	<u>SUBSIDY ADMINISTRATION OFFICER: PROGRAMME DESIGN AND ALLOCATION: REF NO: HS 37/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Bloemfontein
	:	An appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation and to ensure successful completion and processing of housing subsidy applications in line with housing subsidy programmes. Administer and process housing forms in respect of projects and programmes, queries received from payment authorization. Compile query report for all the municipalities and submit on weekly basis to the Director and responsible managers.
<u>ENQUIRIES</u>	:	Ms M.R. Ridgard Tel No: (051) 405 4031
<u>POST 26/93</u>	:	<u>SUPPORT OFFICER SPECIAL PROGRAMME: OFFICE OF HOD REF NO: HS 38/2019 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Bloemfontein
	:	An appropriate National Diploma or equivalent qualification. The candidates who are in position Grade 12 with exposure in related field may also apply. Relevant experience in the related field. Computer skills with proven experience on application of MS Word, MS Excel, MS Power Point. Good communication skills.

DUTIES : provide administrative support services. Draft routine correspondence (type documents). Receive, register and trace records or documents posted for further processing in the administration component of the Directorate. Develop and assist in the managing of the Directorate's Special programme to ensure effectiveness. Exercise expenditure control to ensure the effective utilization of funds. Handle all matters pertaining to personnel enquiries in the Directorate. Represents the Directorate on the Health and Safety Committee of the Department. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective travelling as well as handling of subsistence and travel claims. Supervises and controls resources to ensure a satisfactory workflow and service delivery.

ENQUIRIES : Mr T.J. Motsoeneng Tel No: (051) 405 3080

POST 26/94 : **COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: HS 39/2019**

SALARY : R257 508 per annum (Level 07)

CENTRE : Bloemfontein

REQUIREMENTS : Degree in Communication Studies or Media Studies or Equivalent qualification, 1-3-year experience in the relevant field and must have a valid driver's license.

DUTIES : To handle various matters related to internal and external communication in the Department of Human Settlements and Department of Cooperative Governance and Traditional Affairs. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/ press releases, etc. for different events or occasions (For the MEC and the Heads of department). Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department (e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, Design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy and (in line with the Provincial Communication policy Strategy) to promote and enhance communication within and outside the Departments. Update information on the Departmental website and liaise with the website Designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Rendering Photographer audio Services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority (ies). Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department. Represent the unit in various meetings.

ENQUIRIES : Ms S.L. Bogatsu Tel No: (051) 403 3392

POST 26/95 : **ADMIN CLERK: CORPORATE SERVICES REF NO: HS 40/2019**

SALARY : R173 703 per annum (Level 05)

CENTRE : Bloemfontein

REQUIREMENTS : Grade 12 or equivalent

DUTIES : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the

		component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Adv T.P. Tsuaeli Tel No: (051) 403 3655
<u>POST 26/96</u>	:	<u>SUBSIDY ADMIN CLERK: XHARIEP DISTRICT REF NO: HS 41/2019</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Xhariep District
<u>REQUIREMENTS</u>	:	Grade 12 certificate/and be Computer Literate. Code 8 Valid Driver's License.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration and maintain personnel records in the component. Keep and maintain the attendance register of the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr P. Soke Tel No: (051) 403 3802
<u>POST 26/97</u>	:	<u>ADMIN CLERK: MANGAUNG DISTRICT SERVICES REF NO: HS 42/2019</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr I. Mokoena Tel No: (051) 412 9306
<u>POST 26/98</u>	:	<u>ADMIN CLERK: INFORMAL SETTLEMENTS DIRECTORATE REF NO: HS 43/2019 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming

and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

- ENQUIRIES** : Ms M. Hleli Tel No: (051) 405 4519
- POST 26/99** : **ACCOUNTING CLERK: CLAIMS PROCESSING AND VERIFICATION: FINANCIAL AND BUDGET MANAGEMENT REF NO: HS 43/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Bloemfontein
: Grade 12 qualification. Recommendations: Knowledge: Public Finance Management Act, Financial administration and procedures, Financial systems (preferably BAS). Skills: Planning, organizing, problem solving, ability to follow a pro-active and creative problem solving approach. Attributes: ability to communicate at all levels, analytical thinking, and ability to work under pressure.
- DUTIES** : Timely capture claims on the current financial systems. Follow up and resolve contractors' queries to ensure that clients' claims are paid within 30 days. Prepare payment reports. Prepare monthly supplier reconciliations. Implement departmental/ public service policies and procedures and adhere to the relevant prescripts/ legislation. Ensure the smooth functioning of finance payment section. Attend to payment matters as guided the supervisors.
- ENQUIRIES** : Mr J. Zoko Tel No: (051) 405 5340
- POST 26/100** : **SUPPLY CHAIN CLERK: DEMAND MANAGEMENT REF NO: HS 44/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Bloemfontein
: Grade 12. Recommendations: relevant experience with supply chain management, Driver's license
- DUTIES** : Ensure that Departmental Asset Register on LOGIS in continuously maintained, capture balance adjustment on BACP for assets, movement of asset from one asset to another on selection BAMV, coordinating stock takes/asset verification, investigating Discrepancies occurred between asset lists, conduct quarterly spot checks on assets, assist with asset identification during audit, spot checks and so forth, ensures that filling is regularly done. Public service regulations and relevant Government Acts (PFMA, Treasury Regulations, PPPFA, SCM policies and practice notes.
- ENQUIRIES** : Ms B Helepi Tel No: (051) 405 3290
- POST 26/101** : **ADMINISTRATION CLERK: QUALITY ASSURANCE & MONITORING REF NO: HS 45/2019**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Bloemfontein
: Grade 12 or equivalent
- DUTIES** : Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register

of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

- ENQUIRIES** : Mr T.K. Malebane Tel No: (051) 405 4380
- POST 26/102** : **DRIVER/MESSENGER: AUXILLIARY SERVICES REF NO: HS 46/2019**
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Head Office/Bloemfontein
REQUIREMENTS : Grade 12, Driver's license and public driving permit (PDP), typing, computer literacy, filing, time management, communication skills, and problem solving skills.
- DUTIES** : Drive light and medium motor vehicle to transport passengers and deliver other items such as mail and documents. Do routine maintenance on the allocated vehicle and report defect timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Secondary Function: Render a clerical support/messenger in the related items in the Directorate and Head Office. Copy and fax documents. Render a photocopy and scanning services to the office of the director to ensure the timeous distribution of documents. Ensuring of all documents in the Directorate filled and kept in line with departmental register system to enhance easy access of information. Register incoming and outgoing mails to ensure records of receipts. Organize storage of records to keep the filing system in order. Manage records in order to ensure adherence of regulations. Handle and maintain the office of the Director's file index and administrative system to enable quick tracking and retrieval of information. Keep inventory of office furniture and equipment of the office of the Director to ensure proper usage. Introduce and maintaining of an electronic filing system.
- ENQUIRIES** : Adv T.P. Tsuaeli Tel No: (051) 405 3655