

MPUMALANGA PROVINCIAL GOVERNMENT

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Republic of South Africa



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Department of Human Settlements

Litiko Lekuhlaliswa Kwebantfu	Department van Menslike Nedersettings	Umynyango Wokuhlaliswa Kwabantu
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Component: Record Management
Post: 2x Administration Clerk
Station: Head Office
Salary: R62 094 p.a.
Ref: ADC/RCM/DOHS/10

Requirements:
Grade 12 certificate. Computer literacy and two years' experience in office administration.

Duties:
Receive incoming and outgoing mail of all the departments. Open mailbag, sort letters and register in the remittance register, record the files and item number in the relevant date column, handle private/confidential postal articles, profile applications for employment forms in system, assist with photocopying and faxing of documents.

Component: Financial Accounting Management
Post: Assistant Director (Expenditure)
Station: Head Office
Salary: R192 540 p.a.
Ref: ASD/FAM/DOHS/11

Requirements:
A three-year diploma/degree in Accounting or relevant tertiary qualification and/or a minimum of five years' relevant experience. Computer literacy. Good verbal and written communication skills are essential. Knowledge and understanding of the PFMA, National Treasury Regulation and the housing Code are necessary.

Duties:
Settle accounts for goods and services. Monitor expenditure patterns in all units. Reconcile creditor's accounts. Compile management reports. Ensure that internal controls are in place. Ensure payments are in accordance with regulations. Liaise with stakeholders. Develop policy guidelines and ensure proper implementation thereof. Capacity building and staff supervision. Manage operational budget off section.

Component: Communication and Information System Management
Post: Assistant Director (Community and Intra-Departmental)
Station: Head Office
Salary: R192 540 p.a.
Ref: ASD/CID/DOHS/12

Requirements:
A Bachelor's degree or National Diploma in communication. Public Relations, 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 travelling.

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 intradepartmental events. Coordinate the activities of the Executive Outreach programme.

Component: Communication and Information System Management
Post: Assistant Director (Media Liaison and Monitoring)
Station: Head Office
Salary: R192 540 p.a.
Ref: ASD/MLM/DOHS/13

Requirements:
A Bachelor's degree or national diploma in Communications, Journalism or an equivalent degree. Relevant experience in the media industry or government (if within the public service). Experience in conceiving 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 media relations and a good understanding of multimedia. A valid code 08 driver's licence and comfortable with extensive travelling.

Duties:
Manage and development and implementation of the human settlements department media policy and strategy. Conduct and coordinate 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, coordination 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.

Component: Communication and Information System Management
Post: Assistant Director (Web Content Manager)
Station: Head Office
Salary: R192 540 p.a.
Ref: ASD/WCM/DOHS/14

Requirements:
An appropriate and recognized 3-year degree or equivalent (Website multimedia and communications-related degree/diploma). 3+ years' solid website and content developer experience. Proficiency in Adobe creative suit applications, HTML, JavaScript and Cascading Style sheet (CSS). Excellent concept design ability for website. Ability to conduct general research and compile online information. Excellent research editing and writing skills, knowledge of web usability and quality criteria and principles, understanding of government programmes.

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.

Component: Communication and Information System Management
Post: Assistant Director (Production and Publication)
Station: Head Office
Salary: R192 540 p.a.
Ref: ASD/PRODUCTION/DOHS/15

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. CorelDraw, Adobe package (Photoshop and InDesign). Sound knowledge of working on PC or Apple Macintosh. Good photographic skills. A valid driver's licence.

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).

Component: Human Resources Administration
Post: Personnel Officer
Station: Head Office
Salary: R87 978 p.a.
Ref: PO/HRM/DOHS/16

Requirements:
A National Senior Certificate. Computer literacy. Communication skills. Ability to deal with confidential

information. Integrity, honesty and good interpersonal relations.

Duties:
Administer personnel filing system and files. Capturing of leave forms. Update personnel particulars on the PERSAL System. Process payments of pillar and injury on duty accounts. Print reports, etc.

Component: Human Resources Administration
Post: Personnel Practitioners
Station: Nkangala District
Salary: R130 425 p.a.
Ref: PP/NKANGALA/DOHS/17

Requirements:
A senior certificate with three years' relevant experience/a diploma or degree in Human Resources Management with relevant experience. Computer literacy. At least two or more PERSAL certificates. Analytical, presentation and conflict management skills. Driver's licence. Integrity, honesty and good interpersonal relations.

Duties:
Act as a coordinator between the region and the head office on service condition functions such as leave of absence, State guarantees, Housing allowance, injury on duty, long service awards, service termination and policy on Incapacity leave and ill health retirement. (PILIR). Handle advertised requests per region to be submitted to the Head Office. Arrange venues for selection any other HR-related workshop. Present any changes done by DPSSA on resolutions. Advice on HR-related matters to officials within the region.

Component: Human Resources Administration
Post: Personnel Practitioners
Station: Head Office
Salary: R130 425 p.a.
Ref: PP/NELSPRUIT/DOHS/18

Requirements:
A Senior Certificate with three years' relevant experience/a diploma or degree in Human Resources Management with relevant experience. At least two or more PERSAL certificates. Analytical, presentation and conflict management skills. Integrity, honesty and good interpersonal relations.

Duties:
Perform recruitment which involves advertisement, selection, appointment, promotion and transfers. Ensure that appointed officials are placed correctly on the organizational structure. Advise on HR-related policies. Compile and print reports.

Component: Human Resources Administration
Post: Senior Personnel Practitioners
Station: Head Office
Salary: R161 970 p.a.
Ref: SPP/HRA/DOHS/19

Requirements:
A Diploma/Degree in Human Resources Management with three years' relevant experience. Three or more PERSAL Certificates. Knowledge of the Public Service Regulations and other HR prescripts. Ability to deal with confidential information. Integrity, honesty and good interpersonal relations.

Duties:
Handle Service Condition functions which include leave of absence, leave gratuity, State guarantees and housing allowances, injury on duty, long service awards, service termination and policy on incapacity leave and ill health retirement (PILIR). Advise on HR-related matters. Present any changes done by DPSSA. Compile reports and minutes.

Component: Management Accounting
Post: Assistant Director: (Budget)
Station: Head Office
Salary: R192 540 p.a.
Ref: ASD/MFA/DOHS/20

Requirements:
A Degree/diploma or equivalent qualification with Accounting. Knowledge of the budget process. The PFMA, Treasury Regulations and the Basic Accounting System. Analytical thinking and problem-solving ability. Ability to work under pressure. Ability to manage staff.

Duties:
Planning, compiling, consolidating, managing and controlling the budget. Preparation of the in-year report (IYM). Ensure corrective measures on budget variances. Manage and control cash flows. Resolving of audit queries. Coach and monitor staff.

Component: People Housing Process
Post: Administration Officer (Monitoring and Evaluation)
Station: Ehlanzeni District Office
Salary: R130 425 p.a.
Ref: AO/PHP/DOHS/21

Requirements:
Appropriate certificate. Computer literacy is compulsory. Driver's licence. Knowledge of working with public, private sectors and the community at large.

Duties:
Asset 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 compile budgetary proposals on all PHP projects in the District. Perform other job-related matters that may be delegated by the supervisor.

Component: People Housing Process
Post: Senior Administration Officer (Implementation)
Station: Nkangala District Office
Salary: R161 970 p.a.
Ref: SAO/NKANGALA/DOHS/22

Requirements:
A senior /matric certificate and any leadership qualification. Computer literacy. A code 08 driver's licence. Extensive working experience in the Public Sector and knowledge of working with communities. Knowledge of the implementation of the PHP projects.

Duties:
Assist communities in establishing themselves as legal entities in order to drive their own housing delivery. Advise communities on the right procedure 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. Filing of all correspondence of the section. Assist with the mobilization of communities in relation to supporting their efforts with regard to people's Housing Process Policy. Filing of all correspondence of the section. Help in problem solving and analytical thinking around PHP activities.

Component: Employee Health and Wellness
Post: Senior Administration Officer
Station: Head Office
Salary: R161 970 p.a.
Ref: SAO/EAP/DOHS/23

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, etc). Sound understanding of and ability to grasp the Public Service Policies and Regulations, including the Public Service Act, PFMA Treasury Regulations and administrative related policies and initiatives. Knowledge of events co-ordination 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 licence is compulsory.

Duties:
Coordinate and administrate transversal issues. Facilitate mainstreaming of disability, gender, youth, elderly and children issues in the departmental programmes. Assist with the expansion to transversal

programmes to the three district offices. Office administration

Component: Informal Settlements
Post: Senior Administration Officer
Station: Nkangala District Office
Salary: R161 970 p.a.
Ref: SAO/INFORMAL/DOHS/24

Requirements:
An appropriate certificate with the focus on management. Knowledge of project management will be added advantage. Computer literacy is compulsory. A code 08 driver's licence is compulsory. Knowledge of working with public, private sectors and the community at large.

Duties:
Assist the community establishing the appropriate standards and building guidelines, which ensure that the safety and health standards are maintained and that public utilities are not obstructed. Ensure that the account administrator and housing support committees are well-capacitated. Asset 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 to plan, cost and design their own houses for the amount of money available. Ensure that project applications meet all the requirements and criteria of the Department. Coordinate 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.

Component: Social and Rental Intervention
Post: Administrative Officer
Centre: Ehlanzeni District
Salary: R130 425 p.a.
Ref: AO/SRI/DOHS/25

Requirements:
A matric certificate or NQF level 4 certificates with relevant experience in rental housing sector would be an added advantage. Knowledge and understanding of the Rental Act and other related prescripts. Ability to work independently without constant supervision. Excellent administrative skills, good communication and problem-solving skills. A valid code 08 driver's licence is compulsory.

Duties:
Ensure that a register for all complaints received is kept. Oversee all processes following the receipt of a complaint. Circulate notice of meetings for both relevant official and the Rental Tribunal members. Draft and compile agenda packs for Tribunal meetings and for all cases received. Compile sectional reports. Record keeping. Render logistical arrangements for Tribunal meetings. Facilitate the implementation of Tribunal decisions.

Component: Rural, Emergency Housing & Farm Residential Development
Post: Secretary (to the Director)
Centre: Ehlanzeni District
Salary: R87 978 p.a.
Ref: Secretary/REHF/DOHS/26

Requirements:
Grade 12 plus Secretarial/Office Management diploma with Typing as a passed subject. Sound knowledge and understanding of the public service prescript. Computer literacy. Ability to work under pressure. Good written and verbal communication skills. Good interpersonal skills and conflict management.

Duties:
Manage the diary of the Director. Filing of correspondence. Typing of documents. Do travel arrangements. To manage a register for outgoing and incoming mail.

Component: Assets and Liability Management
Post: Administration Officer
Centre: Nkangala District
Salary: R130 425 p.a.
Ref: AO/Gert Sibande/DOHS/27

Requirements:
Grade 12 plus Logis Literacy. National diploma in Accounting and Internal Auditing or a BCom degree in Accounting. A valid driver's licence.

Duties:
Capture and update the assets register on the system. Control and safeguard all departmental assets. Conduct assets verification of all departmental assets. Receive and distribute assets to relevant officials. Monitor all movement of assets of the department. Perform any additional duties as and when requested. Liaise with Head Office on asset-related matters.

Component: Logistics Management
Post: Deputy Director
Centre: Head Office
Salary: R378 456 p.a. (Inclusive Package)
Ref: DD/LOM/DOHS/28

Requirements:
National diploma in Logistics Management or equivalent Bachelor's degree. Experience and knowledge of the LOGIS system. Understanding of the concept of supply chain management. Knowledge of the Code of Supply Chain Management and applicable financial management legislation (PFMA, PPPFA, BBEEA, etc). Computer literacy. Good communication skills. Management qualities and ability to work under pressure and within a team/collective. Experience at a management level in the public sector environment and a valid driver's licence will be an added advantage.

Duties:
Manage all processes related to stock level control, placement of orders, processing of orders, vendor performance, stores/warehouse management, issuing/distribution of items, stock-taking, accounts payable, losses/surpluses as well as the preparation of all reports as required by the Department and Provincial Treasury. Responsible for Human Resources management in the unit. Perform other duties as and when delegated by the supervisor and/or the accounting authority.

Component: Housing Subsidy Scheme
Post: 3x Administration Officer
Centre: Ehlanzeni District
Salary: R130 425 p.a.
Ref: AO/EHL/DOHS/29

Requirements:
Matric certificate or postmatric qualification, computer literacy, verbal, writing communication skills and ability to work under pressure.

Duties:
Capture application forms. Edit application forms. Verify application forms. Attend to subsidy enquiries. Perform general administrative functions.

Directorate: Corporate Services
Post: Chief Director: Corporate Services
Centre: Head Office
Salary: R790 953 p.a. (Inclusive Package)
Ref: DOHS/CD/CS/30

Requirements:
A recognized degree in Public Administration. A minimum of five years' experience in a senior management position in the public Sector. A valid driver's licence is mandatory. Knowledge of Human Resources Management. Experience in Human Resources. Labour Relation matters and Management functions. Policy development and analysis skills. Ability to fulfil the following core management competencies. Strategic capacity and leadership. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and Human Resources prescripts. Skills Development Act, etc.

Key Performance areas:

Manage support functions of the Department. Render Human Resource services. Render security management. Coordinate and manage the departmental planning, policy analysis and development and monitor departmental programmes. Co-ordinate and manage the departmental records. Facilitate the compilation of the Chief director's budget. Monthly, quarterly, and annual reports. Ensure that the targets and deadlines set for projects and programmes are achieved. Attend to audit queries and cluster meetings. Attend Portfolio Committee meetings. Manage all the components stated above for efficient service delivery by engendering the Batho Pele principles in daily operations.

Directorate: Corporate Services
Post: Secretary (Chief Director corporate services)
Centre: Head Office
Salary: R130 425 p.a.
Ref: SECRETARY/CORPORATE/DOHS/31

Requirements:
Grade 12 plus Secretarial/Office Management diploma with Typing as a passed subject. Sound knowledge and understanding of the public service prescript. Computer literacy. Ability to work under pressure. Good written and verbal communication skills. Good interpersonal skills and conflict management.

Duties:
Manage the diary of the Chief Director. Filing of correspondence. Typing of documents. Do travel arrangements. To manage a register for outgoing and incoming mail.

Directorate: Management Accounting
Post: Assistant Director: BAS System Controller
Centre: Head Office
Salary: R192 540 p.a.
Ref: BAS/STS/CNTL/32

Requirements:
A degree/diploma or equivalent qualification with Accounting. Knowledge of the PFMA, Treasury Regulations and the Basic Accounting System. Analytical Thinking.

Duties:
Attend to problems relating to the BAS system. Log calls in respect of accounts problems in BAS. Ensure successful month closure. Complete user satisfaction survey. Attend user group meetings. Create users in BAS. Do in-house training for new users. Reset password of users. Reinstate or remove SCOAA items in BAS. Create responsibility and objective structure in BAS.

Directorate: Record Management
Post: Receptionist
Centre: Ehlanzeni District Office
Salary: R62 094 p.a.
Ref: RECEPTIONIST/TEL/DOHS/33

Requirements:
Matric or equivalent qualification. Computer literacy will be an added advantage.

Duties:
Render telecommunication services. Manage the reception of guests visiting the office. Keep incoming and outgoing documents safe and secure. Take care of logistical matters. Operate office equipment. Administer outgoing and incoming calls.

Directorate: Municipal Accreditation
Post: Assistant Director
Centre: Ehlanzeni District Office
Salary: R192 540 p.a.
Ref: ASD/EHL/DOHS/34

Requirements:
A relevant diploma. Experience in housing administration or programme management. A valid driver's licence. Strong report writing and analytical skills. Knowledge of housing prescripts will be an added advantage.

Duties:
Facilitate and coordinate the municipal accreditation process. Coordinate and assist with the reviews of the housing chapters of IDPs for Municipalities. Facilitate and coordinate the process and construction of housing subsidies for Military Veterans. Monthly reporting programme.

Directorate: Communication and Information Management
Post: Secretary (to the Director)
Centre: Head Office
Salary: R87 978 p.a.
Ref: Secretary/COMM/DOHS/35

Requirements:
Grade 12 plus Secretarial/Office Management diploma with Typing as a passed subject. Sound knowledge and understanding of the public service prescript. Computer literacy. Ability to work under pressure. Good written and verbal communication skills. Good interpersonal and conflict management skills.

Duties:
Manage the diary of the Director. Filing of correspondence. Typing of documents. Do travel arrangements. Manage a register for outgoing and incoming mail.

Component: Security Management
Post: Administration Officer
Centre: Head Office
Salary: R130 425 p.a.
Ref: AO/Security/DOHS/36

Requirements:
An appropriate Bachelor's degree/diploma or equivalent qualifications with relevant experience in all security issues. Knowledge of legislations governing security issues. Sound understanding of and ability to grasp the Public Service Policies and Regulations, including the Public Service Act, PFMA Treasury Regulations and administrative-related policies and initiatives. Knowledge of events coordination 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 licence is compulsory.

Duties:
Coordinate and administrate security issues. Facilitate mainstreaming of security issues in the departmental programmes. Assist with the expansion of security programmes to the three district offices. Maintain proper office administration

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

All SMS post appointments are subject to security clearance, the signing of a performance agreement within 2 months of assumption of duty, verification of personal details and qualifications of the applicant and references. The top three candidates for SMS and MMS posts will be subject to competency assessment. All successful candidates must have their personal details, qualifications and references verified. People with disabilities are encouraged to apply.

Required documents:
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 and position you are applying for. Submit separate applications if you are applying for more than one position. If you have not been contacted within three months after the closing date of this advertisement, please consider your application as unsuccessful. The Department of Human Settlements reserves the right not to make any appointment. Correspondence will be limited to short-listed candidates only.

Applications should be posted to: The Head of Human Resources Management, Department of Human Settlements, Private Bag X 11328, Nelspruit 1200. Hand-delivery: Building number 6, Nelspruit Ground, Riverside Government Complex.

Closing date for applications: 9 July 2010.

**For enquiries, please contact:
Ms JC Maseko @ 013 766 6275
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