



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 82/2007**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POST: DEPARTMENT OF LOCAL GOVERNMENT & HOUSING**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:** 23/08/2007

**Department of the Premier    Departement van die Premier    Lefapha La Tonakgolo**

**Human Resource Advice, Co-ordination and Management Directorate**

## DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

### *Housing Branch*

**POST:** *Deputy Director: Housing Financial- and General Support Services*

**SALARY:** *Level 12 R 369 000 all inclusive package per annum*

**CENTRE:** *Bloemfontein*

**REQUIREMENTS:** *An appropriate Bachelor's Degree or equivalent and experience in financial- and general support services.*

#### **KEY RESPONSIBILITIES:**

1. *Render a financial support service to the Housing Branch, including the following:*
  - (a) Prepare and administer the Housing Budget and liaise closely with the Deputy Director-General: Housing in this regard*
  - (b) Sensitize and keep Housing Managers informed on matters related to the budget of Programme 2: Housing, e.g. spending patterns, overspending and/or under-spending*
  - (c) Liaise with the CFO on matters related to the budget, shifting of funds, etc.*
  - (d) Prepare and submit budgetary inputs to the DDG: Housing and the CFO*
  - (e) Collect, consolidate and prepare Financial and Non-Financial Performance Reports for submission to the DDG: Housing, the CFO, the Head of Department or any other stakeholders such as the National Department of Housing, Provincial – and National Treasury, etc.*
  - (f) Align housing expenditure with the conditional Grant Business Plan as well as the Departmental Annual Business Plan on a monthly basis and provide explanations for deviations*
  - (g) Prepare cash flow projections supported by comprehensive project information*
  - (h) Serve as entry point to and from the Housing Branch on matters related to the budget of Programme 2: Housing*
2. *Render a personnel support service to the Housing Branch, including the following:*
  - (a) Keep and maintain the Leave Register for all personnel within the Housing Branch*
  - (b) Perform all functions related to Paymaster for the Housing Branch*
  - (c) Keep and maintain a Database of Performance and Development Plans (PDPs) of all personnel in the Housing Branch*
  - (d) Consolidate and submit PDMS Bi-Annual Reviews and Annual Assessments to the Corporate Services Chief Directorate*

- (e) *Communicate the Personal Development Plans of all officials in the Housing Branch to the Departmental Skills Development Facilitator*
  - (f) *In consultation with the HR Management Sub-Directorate (Corporate Services) render a support service on matters related to the appointment, transfer and resignation of personnel*
  - (g) *Serve as entry point to and from the Housing Branch on matters related to personnel matters*
3. *The rendering of a procurement service to the Housing Branch, including the following:*
- (a) *Develop and maintain the Asset Management Register of the Housing Branch and submit monthly reports in this regard to the Supply Chain Management Directorate*
  - (b) *Procure goods and services for officials attached to the Housing Branch in line with departmental procurement procedures and prescripts (e.g. quotations, submissions, etc.)*
  - (c) *Serve as entry point to and from the Housing Branch on matters related to supply chain management*
  - (d) *Perform all transport management functions for the Housing Branch*
4. *The provision of general support services to the Housing Branch, including the following:*
- *Implement, in consultation with the Departmental Special Programmes Officer, departmental programmes related to HIV and AIDS, Gender, Disability and Youth and report thereon*
  - *Process and submit S&T claims of housing personnel in line with departmental policies and procedures*
  - *Render a secretariat and support service to meetings within the Housing Branch*
  - *Render general support services to housing personnel with regard to:*
    - *Messenger services*
    - *Reproduction services*
    - *Registry services*

**ENQUIRIES:**

**A. Buthelezi**

Telephone number: **(051) 4055519**

**APPLICATIONS:**

Mohau Phahlo  
Department of Local Government and Housing  
Human Resource Management  
P.O. Box 211  
BLOEMFONTEIN  
9300  
or

Room 905, Lebohang Building  
Bloemfontein

Reference Number:

LGH2007/52

**CLOSING DATE:**

21 September 2007