



## **FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 31/2011**

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF HUMAN SETTLEMENTS**

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 not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

**DEPARTMENT OF THE PREMIER**

**DATE:** 2011/08/04



# FREE STATE PROVINCIAL GOVERNMENT

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

## DEPARTMENT OF HUMAN SETTLEMENTS

**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.

**POST:** FARM WORKER/RURAL HOUSING ADVISOR (2 POSTS)

**REFERENCE NO. :** HS 3 /2011

**SALARY:** Level 9 - R 206 982 per annum

**CENTRE:** Bloemfontein

**RECOMMENDATIONS:** Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

**REQUIREMENTS:** An appropriate Degree/equivalent qualification with relevant experience in a Human Settlements environment.

### KEY RESPONSIBILITIES

1. Render advice to stakeholders (e.g. municipalities, farmers, farm workers etc.) On matters related to the successful implementation of the farm worker - and rural housing programme within the province. (this includes the following)
  - Categorize projects in terms of identified criteria
  - Provide information and/or assistance on matters related to farm worker / rural housing programmes (e.g. Identification of beneficiaries, process involved, economic impact, availability of infrastructure, etc.)
  - Liaise with numerous stakeholders towards ensuring the successful implementation of such projects
  - Facilitate the completion and submission of the necessary housing application forms to the relevant approval authority
  - Provide information / awareness sessions to stakeholders on the farm worker - / rural housing programme
  - Advice on matters related to illegal evictions, the rights of farm workers, etc.
2. Monitor the status of farm worker - and rural housing programmes and report monthly, quarterly and annually thereon
3. Assist in developing and implementing provincial implementation strategies towards ensuring the successful implementation of national policies on farm worker and rural housing programmes
4. Represent the directorate in various fora
5. Plan and supervise resources

Contact Person:

Mr. L Ndenze

Tel (051) 4054647

**APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

**CLOSING DATE: 19 AUGUST 2011**



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**POST:** ASSISTANT DIRECTOR: HOUSING SUBSIDIES ADMINISTRATION (2 POSTS)

**REFERENCE NO:** HS 4/2011

**SALARY:** Salary level 9 – A basic salary of R 206 982 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. Render advice to stakeholders on issues of compliance to (e.g. municipalities, senior officials, colleagues, district offices) on matters related to subsidy and (BNG) programme within the Province. This includes the following
2. Facilitate the completion and submission of the necessary housing application forms to the relevant approval authority
3. Provide information / awareness sessions to stakeholders on the Housing Subsidy Programme
4. Handle all housing administration issues on the following projects and programmes within the Department of Human Settlements:
  - Block Projects
  - Completing Incomplete 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 Programme (IRDP)
  - People Housing Project
  - Social and Rental Housing Project
  - Community Residential Unit Projects

5. Assist in developing and implementing provincial implementation strategies towards ensuring the successful implementation of national policies on breaking new ground (subsidy programmes)
6. Represent the division various fora
7. Plan, supervise and coordinate all resources attached to the unit

**ENQUIRIES:**

Ms. N.D. Makhaotse Telephone number: 051 405 4031

**APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO  
BE SUBMITTED TO:**

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**POST:** DEPUTY DIRECTOR: HOUSING SUBSIDIES ADMINISTRATION

**REFERENCE NO:** HS 5/2011

**SALARY:** Salary level 11 - An all-inclusive package of R 406 839 per annum. 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:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. Facilitate and render advice to stakeholders (e.g. municipalities, senior officials, colleagues, district offices and National Housing on matters related to the successful implementation of the farm work and rural housing programme within the Province. This includes the following:
2. Liaise with numerous stakeholders towards ensuring the successful implementation of such Projects
3. Ensure the facilitation of completion and submission of the necessary housing application forms to the relevant approval authority
4. Provide information / awareness sessions to stakeholders on the Housing Subsidy Programme
5. Manage all housing administration issues on the following projects and programmes within the Department of Human Settlements:
  - Blocked Projects
  - Completion of Incomplete 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 Programme (IRDP)
  - People Housing Project
  - Social and Rental Housing Project
  - Community Residential Unit Projects

6. Monitor the status of housing subsidy (BNG) programmes within Municipalities and district offices and report on monthly, quarterly and annually thereon.
7. Develop and implement provincial implementation strategies toward ensuring the successful implementation of national policies on BNG (breaking new ground) programmes
8. Represent the directorate in various committees, fora etc.
9. Compile progress reports on the status of all housing subsidy (BNG) projects within the Free State
10. Manage all resources of the Sub directorate

**ENQUIRIES:**

Ms. N.D. Makhaotse      Telephone number: 051 405 4031

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**POST:** DEPUTY DIRECTOR: RENTAL HOUSING

**REFERENCE NO:** HS 6/2011

**SALARY:** Level 11 - An all-inclusive package of R 406 839 per annum. 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:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. Manage and promote all rental housing functions which include the following:
2. Forge working relations between relevant Sector Departments and other relevant Rental Housing Institutions to ensure the Free State Rental Housing Tribunal remains operational.
3. Promote and implement Rental Housing Tribunal in the Free State Province (which include the development and implementation of a communication strategy)
4. Market the Rental Housing Tribunal Policy to all housing participants, including monitoring the crafting and the necessary amendment of applicable provincial policies and related legislation
5. Represent the Department in various for a, committees etc.
6. Manage all resources attached to the Sub-Directorate

### **ENQUIRIES:**

Ms. M.A. Madibane Telephone number: 051 405 5034

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**POST:** CRU PROJECT MANAGERS (3 POSTS)

**REFERENCE NO:** HS 7/2011

**SALARY:** level 11 - An all-inclusive package of R 406 839 per annum. 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:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. Ensure the implementation and management of the Community Residential Units (CRU) Programme and Transitional & Special Needs in housing the Province
2. Ensure that feasibility studies are conducted with regard to CRU and Transitional & Special Needs Housing Projects
3. Develop and manage service level agreements with consultants on matters related to CRU
4. Conduct public housing stock audits
5. 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.
6. Liaise with the Subsidy Administration unit on the allocation of subsidies for the development of CRU Projects and Transitional and Special Needs Housing Projects
7. Monitor and evaluate progress made with regard to CRU projects and report and advise thereon.
8. Monitor, advise and report on the progress of municipal Project Support Teams
9. Monitor, advise and report on the effectiveness and success of CRU units.
10. Facilitate the successful implementation of CRU related legislation and strategies and develop and implement provincial policies related thereto. This includes the following:
  - o Facilitate the establishment of and the management of Project Support Teams and the Provincial Steering Committees
  - o 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
11. Interact with 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:**

Ms. M.A. Madibane

Telephone number: 051 405 5034

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**POST:** DEPUTY DIRECTOR: PARTNERSHIP, MENTORING AND ACCREDITATION

**REFERENCE NO:** HS 8/2011

**SALARY:** Level 11 - An all-inclusive package of R 406 839 per annum. 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:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. Manage and foster partnerships with housing stakeholders in respect of training matters and monitor and report on the implementation thereof
2. Leverage funding from various sectors provided e.g. Construction Seta, NHBC, DBSA, Department of Labour etc.
3. Manage and guide the accreditation process in identified municipalities and perform duties as project manager in respect of municipalities in the process of accreditation
4. Manage, plan and co-ordinate resources

### **ENQUIRIES:**

Ms. C. Somiah Telephone number: 051 405 4215

### **APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:**

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**POST:** ASSISTANT DIRECTOR: INFORMAL SETTLEMENTS

**REFERENCE NO:** HS 9/2011

**SALARY:** Salary level 9 – A basic salary of R 206 982 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. To manage statistics on land need in all municipal areas in the free state province to provide sites for development in order to eradicate informal settlements
2. To administer and facilitate the eradication of informal settlements, specific land need, to municipalities in the Free State Province through needs analysis and compilation of business plans.
3. To evaluate all projects of informal settlements, urban renewal, human settlement and socio economic amenities to ensure that they are in line with regulations and acts, for approval thereof.
4. To represent the department at meetings with the National Department of Human Settlements
5. To evaluate and advise on financial implications of projects on the budget of all programmes per municipality per project and to recommend budget authorizations.
6. To investigate complaints in connection with squatters in municipal areas in the free state province.
7. To manage resources

### **ENQUIRIES:**

Mr. L. Ndenze Telephone number: 051 405 4647

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**POST:** ASSISTANT DIRECTOR: SOCIAL HOUSING (2 POSTS)

**REFERENCE NO:** HS 10/2011

**SALARY:** Salary level 9 – A basic salary of R 206 982 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. Render advice to stakeholders (e.g. successful implementation of the Social Housing Programme within the Province. This includes the following:
  - o Promoting and marketing of Social Housing Programmes by means of Road shows and Workshops
  - o Identification of restructuring zones for the development of Social Housing and Medium Density Housing
  - o Establishment of Municipal Special Purpose Vehicle (SPV) or Municipal entity for purposes of development of the social housing and medium density project and the accreditation of the established SPV and Municipal Entities.
  - o Acquisition of Institutional Subsidies and various forms of funding on behalf of the established Special Purpose Vehicle and Municipal Entities.
  - o Monitor the viability of the established SPV/Municipal Entities.
  - o Monitor the status of Social Housing Programmes and report monthly, quarterly and annually thereon.
2. Assist in developing and implementing provincial implementation strategies towards ensuring the successful implementation of National Policies on Social Housing Programmes
3. Represent the Division in various fora

### **ENQUIRIES:**

Ms. M.A. Madibane Telephone number: 051 405 5034

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**POST:** ASSISTANT DIRECTOR: HOUSING PAYMENT AUTHORIZATION

**REFERENCE NO:** HS 11/2011

**SALARY:** Salary level 9 – A basic salary of R 206 982 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

### **DUTIES:**

1. TO MANAGE ALL HUMAN SETTLEMENTS SCHEME CLAIMS
  - Managing the processing of Human Settlements grant claims as submitted by contractors (via the Human Settlements).
  - Quality assure all Human Settlements grant claims to ensure compliance to all prescripts (e.g. captured on HSS) in terms of Human Settlements and financial legislation and contracts as well as submissions for deviations and certify correctness for the purpose of payment.
  - Manage and monitor queries on claims. Identify type of queries and manage the solving thereof to ensure that payments are not unnecessary delayed.
  - Compilation of submissions on the deviations of claims not meeting requirements and compiling of reports on each claims paid.
2. TO MONITOR AND REPORT HUMAN SETTLEMENTS GRANT CLAIMS – PROJECTS AND RELATED SUBMISSIONS
  - Compile the necessary weekly and/or monthly reports to the HOD and CFO regarding claims submitted, processed and queries handled
  - Manage and reconcile all claims submitted and processed per project
3. To manage all the resources

**ENQUIRIES:**

Ms. B. Helepi

Telephone number: 051 403 3290

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**POST:** HOUSING POLICY ADVISOR

**REFERENCE NO:** HS 12/2011

**SALARY:** Salary level 9 – A basic salary of R 206 982 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**RECOMMENDATIONS** : Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

**DUTIES:**

1. Facilitate the Housing Planning within the Department and the Free State Province (The Compilations, assessment, review and amendment of the various programmes which include the following):  
The Housing Chapters of Municipal Integrated Development Plans, Housing sector plans of the Local Municipalities in the Province
- Provincial Multi-year Housing Development Plan through strategic Leadership and Management of the dialogue with housing stakeholders
- Business Plan of the integrated Housing /Human Settlement Development Grant
2. Distribute the Multiyear Development plan to all stakeholders and facilitate the successful implementation thereof
3. Liaise and collaborate with various stakeholders and role-players on the development and implementation of the MYHDP.
4. Report on the extent which the targets in the MYHDP is achieved (on a quarterly basis to National Housing and other stakeholders)
5. Manage all resources which include the following
  - Human and Financial resources
  - Supply inputs into the 5 year Strategic Plan/Operational PlanRepresent the directorate in various forums, meetings, committees and to report on housing planning issues on a monthly, quarterly and annual basis

**ENQUIRIES:**

Mr. M.J. Mosikili Telephone number: 051 403 3446

**APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:**

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**POST:** HOUSING RESEARCHER: HOUSING POLICY, PLANNING AND RESEARCH

**REFERENCE NO:** HS 13 /2011

**SALARY:** Salary level 9– A basic salary of R 206 982 per annum.

**CENTRE:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree/ equivalent qualification with relevant experience in a similar environment.

**RECOMMENDATIONS:** Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

**DUTIES:**

1. Conduct Research on improved Housing Delivery in the Free State(e.g. Housing stock available pre1994,audit related to EEDBS, CRU, Land and Informal Settlements) This includes the compilations and evaluation of terms of reference and BID specification for all projects requiring research)
2. Liaise and interact with various stakeholders and role – players on matters related to Housing Research
3. Provide inputs on the development of Housing Policies (Emanating from the research conducted)
4. Plan and supervise the Resources of the unit:
  - Human and Financial resources
  - Supply inputs into the 5years Strategic Plan / Operational Plan
5. Represent the directorate in various for a meetings committee and to report on Housing Research issues on a monthly, quarterly and annual basis.

**ENQUIRIES:**

Mr. M.J. Mosikili

Telephone number: 051 403 3446

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**POST:** SENIOR ADMINISTRATION CLERK: LAND TENURE  
**REFERENCE NO.:** HS 14/2011  
**SALARY:** Level 4 - R79 104 per annum  
**CENTRE:** Bloemfontein  
**RECOMMENDATIONS** Computer Literacy-  
Numeracy skills  
**REQUIREMENTS:** Grade 12 or equivalent qualification

### KEY RESPONSIBILITIES

1. Data capturing and information management
  - Record, organize, store, capture and retrieve information related to work in question
  - Liaison with internal and external stakeholders on all administrative matters
  - File papers and documents
  - General administration of office matters
  - Accurate secretariat services to sub-directorate within in/external meetings
2. Operation of office equipment e.g. copier/fax and printer
  - Produce bulk copies of documents as required
  - Send and receive fax transactions/documents
3. Ensure the accurate and quality typing of the following documentation
  - Ensure the accurate typing and placement of annexure b, c and d advertisements in the provincial gazette.
  - Ensure the typing of deeds of transfer, tax clearance certificates and other supporting documents
  - To ensure the typing of the correct conditions and other details are contained in the deeds and supporting documents in line with, inter alia, the deeds registries act, 1947 (Act No. 47/1937)

### ENQUIRIES

Ms. B Helepi

Tel:(051) 4033290

### APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:

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**POST:** SENIOR ADMINISTRATIVE OFFICER: HOUSING PAYMENT AUTHORIZATIONS (2 POSTS)

**REFERENCE NO.:** HS 15/2011

**SALARY:** Level 8 - R 174 117 per annum

**CENTRE:** Bloemfontein

**RECOMMENDATIONS:** Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

**REQUIREMENTS:** Appropriate Bachelors Degree and relevant experience

### **KEY RESPONSIBILITIES:**

It will be expected from the suitable candidate, to ensure accurate capturing, verification of claims received and processing of query clarification claims in accordance with all applicable acts and policies by performing the following functions

1. To manage the process of capturing and verifying claims received for PHP, project linked and individual subsidies for payment thereof
2. To manage the process of query clarification on claims received
3. To perform all administrative tasks linked to job

### **ENQUIRIES**

Mr. L Ndenze

Tel (051) 4054647

### **APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:**

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FREE STATE PROVINCE

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<b>POST:</b>	<b>SENIOR ADMINISTRATIVE OFFICER: HOUSING SUPPORT</b>
<b>REFERENCE NO.:</b>	<b>HS 16 /2011</b>
<b>SALARY:</b>	<b>Level 8 - R 174 117 per annum</b>
<b>CENTRE:</b>	<b>Bloemfontein</b>
<b>RECOMMENDATIONS</b>	Computer Literacy- Numeracy skills, Literacy skills, Interpersonal relationship skills Problem solving /analytical skills. Management skills
<b>REQUIREMENTS:</b>	<b>Appropriate degree or equivalent qualification with relevant experience in a similar environment</b>

### KEY RESPONSIBILITIES

1. TO MANAGE AND ENSURE THE RENDERING OF FINANCIAL SUPPORT SERVICE TO THE DEPARTMENT WHICH INCLUDES THE FOLLOWING:
  - Ensure the preparing of inputs to and administer the budget
  - Ensure the Sensitizing and keeping of the HOD, DDG, Chief Directors and Directors informed on matters related to the budget of the Department
  - Ensure the collecting, accuracy consolidating and preparing of financial performance reports in respect of management based on information obtained from respective the respective line-functionaries within the Directorate and chief directorates
  - Ensure the effective and efficient services to the Department on matters related to the budget
2. TO MANAGE AND ENSURE THE RENDERING A PERSONNEL SUPPORT SERVICE TO THE HUMAN SETTLEMENTS DEPARTMENT INCLUDING THE FOLLOWING:
  - Ensure the keeping and maintaining of leave registers for the Department
  - Keeping and maintaining a Database of Performance and Development Plans
  - Ensure the accurate consolidation and submission of PDMS Bi- Annual Reviews and Annual Assessments to the Corporate Services Chief Directorate
  - Ensure the communication of the Personal Development Plans of all officials in the Directorate, Chief Directorate 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, transfer and resignation of personnel within the Housing Branch
  - Ensure the effective and efficient services as entry point to and from the Housing Branch on matters related to personnel administration

3. TO MANAGE AND ENSURE THE RENDERING OF PROCUREMENT SERVICES TO HUMAN SETTLEMENTS INCLUDING THE FOLLOWING:
  - To ensure the developing, implementing and maintaining of the Asset Management Register and the Transport function of the Department and submit monthly status reports in this regard
  - To ensure the procuring of goods and services for the entire Department in line with the SCM prescripts and procedures (e.g. quotations, submissions, etc.)
  - Ensure the effective and efficient services as entry point to and from the Housing Branch on matters related to supply chain management  
Implement Transport Administration
4. TO ENSURE THE ACCURATE FUNCTIONING OF THE CHIEF USER FUNCTION FOR THE HUMAN SETTLEMENTS DEPARTMENT
5. TO SUPERVISE RESOURCES

**ENQUIRIES**

Ms. B Helepi

Tel : (051) 4033290

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**POST:** ADMINISTRATIVE SUPPORT OFFICER: HOUSING SUPPORT SERVICES

**REF nr.:** HS 17/2011

**SALARY:** Level 7 - R 140 208 per annum

**CENTRE:** Bloemfontein

**RECOMMENDATIONS:** Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.

**REQUIREMENTS:** Grade 12 with relevant experience

### KEY RESPONSIBILITIES:

1. Render a financial support service to the Department, which includes the following:
  - Prepare inputs to and administer the budget of the Department
  - Sensitize and keep the Director informed on matters related to the budget of the Department, e.g. spending patterns, overspending and/or under-spending of the Department budget
  - Collect, consolidate and prepare financial and non-financial performance reports in respect of management based on information obtained from the respective line-functionaries within the Department
  - Serve as entry point to and from the Department on matters related to the budget
2. Render a personnel support service to the Department, including the following:
  - Keep and maintain the leave register for the Department
  - Keep and maintain a database of performance and development plans (PDP) of all personnel in the Department
  - Consolidate and submit PDMS bi-annual reviews and annual assessments to the Housing Support Services Unit
  - Communicate the personal development plans of all officials in the Department to the Housing Support Services Unit
  - In consultation with the department HR Management Sub-Department (corporate services) render a support service on matters related to the appointment, transfer and resignation of personnel within the Department
  - Serve as entry point to and from the Department on matters related to personnel administration
3. Render a procurement service to the Department, including the following:
  - Develop and maintain the asset management register of the Department and submit monthly status reports in this regard to Housing Support Services Unit
  - Render transport support function within the Department for all vehicles to be issued

- Procure goods and services for officials within the Departments in line with procurement procedures and prescripts (e.g. Quotations, submissions, etc.)
- Serve as entry point to and from the Department on matters related to Supply Chain Management.

4. As Chief User Clerk, perform all related functions

#### ENQUIRIES

Ms B Helepi

Tel: (051) 403 3290

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**POST:** INFORMATION OFFICER (4 POSTS)

**REFERENCE NO.:** HS 18 /2011

**SALARY:** Level 9 - R 206 982 per annum

**CENTRE:** Bloemfontein

**RECOMMENDATIONS:** Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.  
Management skills

**REQUIREMENTS:** Degree/Diploma in Information Technology or Information Systems. Website development HTML, VB ASP, NET and related programming. Previous experience

### KEY RESPONSIBILITIES

- o Design, implementation and maintenance of electronic housing systems and data recovery strategies (e.g. HSS, HSS on line, Project Management, Case Management, change management)
- o Ensure the effective implementation and maintenance of various Data Management strategies and implemented programs
- o Support and maintenance on hardware, software, network infrastructure (technical support)
- o Management of housing information (e.g. quality standard, accessibility etc)

### ENQUIRIES:

Ms D Mokalanyaane

Tel: 051 4055259

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**POST:** SENIOR ADMINISTRATION CLERK: INFORMAL SETTLEMENTS

**REFERENCE NO.:** HS 19/2011

**SALARY:** Level 5 - R 94 575 per annum

**CENTRE:** Bloemfontein

**RECOMMENDATIONS:** Computer Literacy-  
Numeracy skills,  
Literacy skills,  
Interpersonal relationship skills  
Problem solving /analytical skills.

**REQUIREMENTS:** Grade 12 or equivalent qualification

### KEY RESPONSIBILITIES

- To maintain a database of statistical information on land need in all municipal areas in the free state province to ensure that sites are identified for the establishment of formal settlements, this includes the following programmes:
  - Informal settlements
  - Urban renewal
  - Human settlement redevelopment programme
  - Social economic amenities
- To administratively assist municipalities in the free state province with business plan submission and authorization for projects
- To compile and facilitate all claims for programmes payment purposes according to the budget in the business plan, to submit to finance and to inform suppliers accordingly.

### ENQUIRIES

Mr. L Ndenze

Tel (051) 4054647

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<b>POST:</b>	<b>SENIOR LAND TENURE OFFICER (3 POSTS)</b>
<b>REFERENCE NO.:</b>	<b>HS 20 /2011</b>
<b>SALARY:</b>	<b>Level 8 - R 174 117 per annum</b>
<b>CENTRE:</b>	<b>Bloemfontein</b>
<b>RECOMMENDATIONS</b>	Computer Literacy- Numeracy skills, Literacy skills, Interpersonal relationship skills Problem solving /analytical skills. Management skills
<b>REQUIREMENTS:</b>	<b>An appropriate Degree/ Law Administration with relevant experience in conveyance</b>

### **KEY RESPONSIBILITIES:**

To upgrade tenure rights in the Free State, to assist the facilitation of the opening of township registers and to assist with the acquisition of suitable land for housing and other developmental purposes. This includes the following:

- o Implement the conversion of certain rights into leasehold or ownership act, 1981 (act 81/1988) by:
  - As a member of a team, conduct investigations at various towns in the Free state in terms of act 81/1988 to determine qualifying sites and beneficiaries.
  - Conduct deeds searches and other searches from the surveyor general
  - Supervise and ensure the typing and placement of annexure b, c and d advertisements in the provincial gazette.
  - Supervise and ensure the typing of deeds of transfer, tax clearance certificates and other supporting documents
  - Ensure that the correct conditions and other details are contained in the deeds and supporting documents in line with, inter alia, the deeds registries act, 1947 (act 47/1937)
  - Prepare deeds of transfer for lodgement at the deeds office.
  - Make necessary interventions and/or presentations at the deeds office to ensure registration of deeds

- Facilitate the opening of township registers for those general plans without township registers.
- Facilitate the vesting and transfer of state land to affected municipalities
- Assist in the acquisition of privately owned land for housing and other development purposes
- Provide interface in respect of township establishment applications and housing projects allocated

**ENQUIRIES**

Mr. L Ndenze

Tel (051) 4054647

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**POST:** ASSISTANT DIRECTOR: CONSUMER EDUCATION AND SKILLS DEVELOPMENT

**REFERENCE NO:** HS21/2011

**SALARY:** Salary level 9 – A basic salary of R 206 982 per annum

**CENTRE:** BLOEMFONTEIN

### **REQUIREMENTS:**

Appropriate B Degree or equivalent qualification with relevant experience in a similar environment

### **DUTIES:**

1. Develop and ensure the successful implementation of the Consumer Education Programme within the housing branch as well as municipalities
2. Ensure the development and implementation of municipal skills development plans on matters related to housing
3. Ensure the development and translation of consumer education training manuals in 3 different languages
4. Develop and facilitate the successful implementation of implementation strategies on housing consumer education and skills development within the department and in municipalities
5. Render advice and participate in meetings on matters related to the above
6. Manage all resources within the unit

### **ENQUIRIES:**

Ms. C Somiah

Telephone nr. 051 405 4215

### **APPLICATION FOR THE DEPARTMENT OF HUMAN SETTLEMENTS TO BE SUBMITTED TO:**

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**CLOSING DATE: 19 AUGUST 2011**



# FREE STATE PROVINCIAL GOVERNMENT

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

## DEPARTMENT OF HUMAN SETTLEMENTS

**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.

**POST:** DEPUTY DIRECTOR GENERAL

**REFERENCE NO:** HS22/2011

**SALARY:** Level 15 – An all-inclusive package of R 1 025 133 per annum. 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:** BLOEMFONTEIN

**REQUIREMENTS:** Appropriate Degree or equivalent qualification with experience in a human settlements environment

**KEY COMPETENCIES** This post requires a person with a proven record of outstanding strategic leadership capabilities, exceptional planning- and analytical skills coupled with outstanding interpersonal relationship skills. A proven record of an in-depth knowledge of and extensive managerial experience in a similar environment is a pre-requisite.

### **DUTIES:**

It will be expected of the successful candidate to strategically guide, plan and co-ordinate the delivery of houses in the Free State Province in line with the Breaking New Ground Strategy and the Free State Growth and Development Strategy by: \*Providing strategic leadership and guidance on the Housing delivery and strategies in line with the Free State Growth and Development Strategy and Breaking New Ground Strategy for the Creation of Sustainable Human Settlements \*Rendering advice to the Head of Department, the Executing Authority and other housing stakeholders on the Human Settlement Policy and related issues \*Taking pro-active and corrective measures through strategic interventions towards ensuring effective and efficient housing delivery in the Free State Province \*Developing a 5-year Strategic Plan and an Annual Performance Plan towards ensuring the successful delivery of houses in the Free State Province and to plan, manage and co-ordinate all resources within the Department so as to ensure the successful implementation thereof, including ensuring that budget spending is maximized in line with allocated funds.

### **ENQUIRIES:**

Mr. MM Mokoena Telephone number: 051 405 4727

### **APPLICATION FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS TO BE SUBMITTED TO:**

Quoting the reference number, must be forwarded to The HR Manager, P.O Box 211, Bloemfontein 9300 or delivered by Hand in the box provided in the entrance at Lebohang Building Bloemfontein

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