DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Applicants are encouraged to apply via the e-recruitment system. Only online applications will be considered.
Utilize the e-recruitment system which is available on www.ecprov.gov.za or https://e-recruitment.ecotp.gov.za

To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: YolandaS@ecdhs.gov.za (NB: FOR TECHNICAL GLITCHES ONLY – NO CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: YolandaS@ecdhs.gov.za and not as specified, your application will be regarded as lost and will not be considered.
FOR ATTENTION/OR QUERIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842

CLOSING DATE: 24 MARCH 2025

Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the department. In SMS/MMS positions preference will be given to females. In all posts 50% will be given to people with disabilities.

DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING
Salary Package: R1 216 824.00 All-inclusive package (Level 13)
Ref: (DHS01/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) BAdmin/Public Administration/Social Science/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof will be submitted by shortlisted candidates) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence

DUTIES: Monitor the development, review and evaluate Human Settlements plans in line with sector plans. Manage the development and review of Provincial Human Settlements development plans. Provide support municipalities in the development of housing sector plans and evaluation of housing chapter of IDP's. monitor the development of policies, plans and strategies for consideration at executive and political level. Liaise with relevant stakeholders at municipal level and determine lines of communication. Manage the establishment of formal and informal forums relating to policy, strategy, norms and standards. Update the role players about imminent housing policy developments. Interact with National and Provincial departments. Monitor the development and review of technical planning for Human Settlements including spatial planning. Provide project planning related services. Provide support in the facilitation of project planning. Monitor feasibility studies of the projects. Assess project readiness. Monitor geo-tech, planning services, EIA and other related technical professional services. Manage the provision of spatial reference data and effective planning on housing delivery. Monitor the development and review of multi-year Human Settlements Development Plan (MYHSDP). Manage the identification of gaps in the existing Multi-Year Human Settlements Development Plan (MYHSDP). Manage the sourcing of professional services for the review of the Provincial Multi-Year Human Settlements Development Plan. Manage the soliciting of the required data from internal and external critical stakeholders for the review process. Manage the development of the MYHSDP 1st draft. Manage the alignment of MYHSDP with Provincial and municipal multi-year priorities. Manage the sign-off endorsement and submission to National DHS for approval. Monitor the development, review and approval of the Provincial Conditional Grant Business Plan. Monitor project planning processes. Monitor feasibility studies to determine project readiness, desired projects and the preparation of Projects Readiness Matrix and drafting of District Business Plans. Manage the consolidation of the District Business Plans. Monitor geo-tech, planning services, EIA and other related technical professional services. Manage the provision of spatial reference data and effective planning on housing delivery. Manage the adjustment of projects and programmes to fit the allocated threshold. Manage the consolidation, finalization, endorsement and approval of Provincial Conditional Grant Business Plan. Monitor Human Settlements planning database. Manage the digital mapping of Human Settlements projects. Manage the presentation of various maps for production of Integrated Human Settlements. Manage the mobilisation of relevant data from critical stakeholders for the implementation of PHSHDA's. Manage the sourcing of credible data from critical stakeholders. Monitor the technical support provided to the municipalities. Manage the participation of the department in the Integrated Development Planning and infrastructure provision processes. Manage the representation of the Directorate in critical departmental, sectoral and provincial sessions. Manage the collaboration of the department with municipalities, districts and other relevant stakeholders regarding the adopted Development Plans. Monitor the provision of GIS support services in the department. Manage the development and management of GIS applications. Monitor the planning and coordination of GIS activities to meet the departmental goals. Manage the development and control quality standards for system application. Manage the departmental spatial database. Manage the maintenance of updated and accurate geospatial documentation. Monitor the management of geospatial database and the development of effective maps and aerial photography. Monitor the renewal and maintenance of GIS Desktop and GIS Server licences. Promote research on new methods/technologies for solving spatial challenges. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Financial Management. Monitor the planning and reporting of the Directorate programs. Manage and mitigate risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit, AGs RFIs, Audit Outcomes and Findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT
Salary Package: R1 216 824.00 All-inclusive package (Level 13)
Ref: (DHS02/01/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) BAdmin/Public Administration/Social Science/Development Studies/Human Settlements or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof will be submitted by shortlisted candidates) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence
DUTIES: Monitor the implementation of the Municipal Accreditation Framework. Manage the determination of municipal status. Manage the identification of municipal priorities. Manage the municipal accreditation application processes. Manage the drafting of the intervention plan. Manage the implementation of the intervention plan. Monitor the performance of the accredited municipalities. Monitor the agreements and Memoranda of

Understanding (MOU) with municipalities. Manage consultations with municipalities regarding the municipal accreditation agreements and MOUs. Manage the drafting of agreements and MOUs. Monitor the implementation of the agreements and MOUs. Monitor municipal capacity building and municipal support. Manage the packaging of services to municipalities. Manage capacity building regarding HS sector and accreditation processes. Monitor the implementation of the municipal support. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the Chief Directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching mentorship, training and development for service delivery efficacy. Establish, implement and maintain effective and efficient communication and leadership oversight. Manage, maintain and safeguard assets. Monitor the effective management of audit processes. Monitor planning and reporting of the Chief Directorate programs. Manage the compliance on POPAI of assets.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DIRECTOR: SPECIAL PROJECTS AND REMEDIAL WORKS
Salary Package: R1 216. 824.00 All-inclusive package (Level 13)
Ref: (DHS03/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Administration/Public Management/Human Settlements/Social Sciences/Project or Construction Management or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof will be submitted by shortlisted candidates) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence
DUTIES: The management of special projects. Coordinate business and performance planning in respect of housing projects. Provide strategic support in respect of implementation programmes. Facilitate strategic reviews and interventions based on professional/technical evaluations. Liaison and interaction with stakeholders and partners. Facilitate outsourcing of technical professional services. Manage and maintain programme monitoring tool. Manage and facilitate remedial works. Adequately equipped and resourced business units and partners entrusted with project management and inspections. Administer and facilitate inspections of housing projects and assessment of building standards/quality. Facilitate speedy support, intervention and remedy where unsatisfactory performance is detected. Provide and oversee certification/sign off of work of professionals. Manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 60 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DIRECTOR: CONTRACTS MANAGEMENT
Salary Package: R1 216 824.00 per annum All-inclusive package (Level 13)
Ref: (DHS04/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) in LLB/BJURIS/BPROC/Bachelor of Laws or equivalent qualification as recognised by SAQA with 5 years' experience at a middle/senior management level. SMS pre-entry Certificate (proof will be submitted by shortlisted candidates)is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence
DUTIES: Monitor the administration of contracts and service level agreements. Control documentation for completeness and correctness. Gather the information needed for the compilation and administration of the contract. Align the contract with the specifications and terms of reference. Compile a draft agreement and facilitate

the signing of the contract after amendments. Compile follow-up amendments as and when needed. Monitor contracts, transversal contracts and service level agreements. Gather information on the status of the contract and stages of deliverance in terms of the provisions of the contract. Analyse information an identify risks. Draw plans to mitigate risk situations. Monitor the fiscal obligations, the application of the prescribed policies and prescripts, quality and outcome. Monitor contract and service level agreements disputes. Gather all relevant information, analyse and draw conclusions. Act as mediator between parties involved and facilitate the possible solution for the dispute. Effect amendments to existing contracts and service level agreements in the event of reaching an agreement. Manage the submission of all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Give evidence in court as and when required. Manage the allocated resources of the directorate. Manage and develop employee job descriptions. Manage performance of the directorate. Maintain sound employment relations. Manage employee conditions of service. Facilitate coaching, mentoring, training and development of employees. Communication Management. Financial management. Manage assets within the directorate. Manage the Directorate planning process. Manage and mitigate risks in the directorate. Monitor change management in the directorate. Attend to Internal Audit and AGs RFIs, Audit Outcomes, Findings and develop the Audit Intervention Plan. Produce Directorate compliance monthly, quarterly and annual reports. Manage the development of policies.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: SECTOR DEVELOPMENT PLANNING
Salary Package: R1 003 890.00 per annum (Level 12) All-inclusive Package
Ref: (DHS05/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/Public Management/Human Settlements/Social Sciences/Project or Construction Management or equivalent qualification as recognised by SAQA with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be added advantage. Must possess a valid driver's licence
DUTIES: Manage the development and review of provincial and municipal multi-year human settlements development plans. Design content and process plans for development and review of provincial and municipal Human Settlements development plans. Facilitate soliciting of external professional assistance for the development of Medium-Term Expenditure Framework (MTEF) to long term Human Settlements development plans. Interact with key Human Settlements stakeholders for the authentication of provincial and municipality human settlements development plans. Provision of support to municipalities for the creation of sufficient human settlements planning capacity for effective implementation of human settlements plans. Design provincial initiatives and programs for the strengthening municipal human settlements planning capacity. Mobilise external assistance to roll-out plans and mentoring of municipalities for effective and implementation of approved new and planned human settlements projects. Evaluate impact of human settlements capacity development initiatives at prescribed intervals. Develop systems and procedure for proper alignment of provincial and local government human settlements. Develop matrixes for alignment of provincial human settlements plans for PGDP, NSDF, MIG and SDF's. Identify opportunities for more linkages. Interact National and Provincial structures that advocate for integrated development planning to direct resources towards creation of sustainable human settlements. Develop mechanisms with an early warning system for effective monitoring of implementation of various human settlements multi-year development plans. Develop templates and systems for monitoring of implementation of provincial and municipality multi-year human settlements plans. Evaluate impact of various human settlements plans interact with appropriate institutions and organisation for improvement of monitoring processes. Engagement and participation in various national and provincial human settlements infrastructure related structures for forging partnerships that push forward the human settlements development agenda. Interact with Provincial and local government structures that promote holistic planning and development to synchronise human settlements planning with infrastructure provision, environment and economic activities. Interact with key stakeholders to ensure feasible implementation of human settlements plans. Evaluate impact of various arrangements for improving human settlements delivery processes. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: POLICY DEVELOPMENT
Salary Notch: R1 003 890.00 per annum (Level 12) All-inclusive Package
Ref: (DHS06/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public/Business Management/Public Administration/BAdmin/Social Science/Developmental Studies/Human Settlements or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
DUTIES: Manage new housing and (sustainable) human settlement policies, strategies, guidelines housing norms and standards. Facilitate a proper understanding of applicable laws, strategic direction (political) sentiments and government communiques. Facilitate account for longer-term, medium-term objectives impact and sustainability. Facilitate defined objectives, parameters (framework), benchmarks and milestones. Facilitate cost effectiveness together with the availability of resources. Facilitate consultation with stakeholders. Manage the reviewal of housing and human settlements policies, strategies and guidelines, as well as housing norms and standards. Facilitate critical evaluation and continued alignment with appropriate laws and national and provincial governments objectives. Facilitate the benchmark against stakeholder and client requirements. Facilitate built controls and review mechanisms. Apply appropriate measures aimed at early identification of potential problems and shortcomings. Facilitate ongoing feasibility and effectiveness based on the research and best practice. Facilitate best course of action (best practice). Manage advice to local authorities on policy interpretation. Facilitate proper introduction and understanding of new and revised policies. Facilitate mechanisms and consultative processes. Facilitate rulings in the case of uncertainties and disputes. Manage support to local authorities with policy development processes and structures. Facilitate continuous awareness and understanding of role in the policies, associated strategies and guidelines. Facilitate readiness in the availability of departmental support. Facilitate clear demarcation and mutual understanding of respective roles and responsibilities. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs, RFIs, outcomes and findings. Communication management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: BENEFICIARY MANAGEMENT
Salary Package: R1 003 890.00 per annum (Level 12) All-inclusive package
Ref: (DHS07/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Human Settlements/Social Science/Public Management or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence
DUTIES: Facilitate and coordination of beneficiary management process and approvals. Facilitate the approval of beneficiaries as per set targets on annual performance plan and operational plan. Coordination of beneficiary management process across several housing delivery instruments. Provision of support to municipalities and regional offices through workshops and other means to ensure credibility of beneficiary management process. Continuous engagements with ICT to ensure reliability of regional based network for smooth capturing on HSS. Administration and facilitation of approvals in respect of individual subsidies. Facilitate individual subsidy approvals by ensuring that beneficiaries are certain of the required support documentation to minimise unnecessary delays on approvals. Participation in the public hearings to grasp and administer beneficiary administration issues and devise means to resolve such. Participate in public hearings so as to administer beneficiary related enquiries. A template to be developed which will capture the nature and assist in monitoring progress. Compliance of reports which should serve as basis of engagement between management and relevant stakeholders. Participation in the door to door campaigns to complement the departmental initiative on beneficiary correct occupation. Embark on a door to door campaigns as part of beneficiary correct occupation project which seeks to establish alignment between HSS and the occupation of the housing units. Compilation of reports which should serve as a basis of engagement between management and relevant stakeholders. Effective management of the sub-directorate which includes coordination, compilation and submission of statutory and adhoc reports. Preparation of all strategic documents which include annual performance plans, operational plans and budgetary needs thereafter. Monitor the directorates performance and produce reports as required. prepare and conclude work plan agreements with relevant personnel and identify staff developmental needs. The management of human resources and

performance. Management of human resources. Management of financial resources. Management of the performance in line with Performance Management of Development Systems (PMDS).
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
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DEPUTY DIRECTOR: INFORMAL SETTLEMENTS UPGRADING
Salary Package: R1 003 890.00 per annum (Level 12) All-inclusive Package
Ref: (DHS 08/02/2025)
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Development Studies/Public Management/Social Science or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
DUTIES: Manage the upgrading of informal settlements of the assessment, categorisation, plans and implementation of the informal settlements upgrading with the identified municipalities. Work with the municipality's requests. Manage the feasibility studies of assessment, categorisation, plan processes of prioritised informal settlements through the appointment of service providers. Manage the upgrading plans are implemented. Manage engagements of service providers with the respective stakeholders and communities. Manage the process of implementing of upgrading projects from the municipalities. Manage projects prioritised for implementation through project packaging. Manage funding approval for upgrading of informal settlement projects. Management of all procurement processes are done for the upgrading of informal settlements. Management of the establish partnerships with sector departments and ensure upgrading of informal settlements. Management of the financial management and facilitation of project payments. Manage the implementation of social economic amenities developments. Manage the feasibility studies and the needs analysis assessment. Prepare the project funding for social economic facilities. Manage the establishment of partnerships with sector departments and other users to ensure project success. Manage the procurement and contracting process. Manage the collaboration with district offices in ensuring project implementation process are conducted. Manage project claim payments. Management of close out process, handover. Coordinate of the full utilisation to achieve the policy objectives. Collate information for Risk Management and Audit. Improvement plan implementation. Provide assistance in mitigating the risk management throughout the operations of the program and directorate. Provide assistance in responding to all relevant AG matters and the Audit Improvement plan. Participate in risk management engagement fora's. provide assistance in mitigating risk of the upgrading and social economic amenities projects as identified and mitigated by the departmental risks. Manage operational matters of the programme including management of the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily performance and ensure timely performance assessments of all subordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of government assets. Supporting strategic leadership and IGR matters.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: ASSETS MANAGEMENT
Salary Package: R1 003 890.00 (Level 12) All-inclusive Package
Ref: (DHS09/02/2025)
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in BAdmin/Public Administration/Real Estate/Public Management or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
DUTIES: Manage the housing immovable assets. Facilitate the development and reviewal of policy and implementation. Develop standard operating procedures for property management. Facilitate proper management of government immovable assets. Manage the payments of rates and taxes for properties owned by the department. Facilitate the verification of immovable assets and report in the annual financial statements. Manage, maintain Housing Debtor system and asset register through enhanced extended discount benefit scheme policy. Facilitate the implementation of the system and asset register. Facilitate the development and management of the maintenance register. Facilitate the audits to ensure compliance. Facilitate comprehensive data base on state

owned asset. Facilitate the transfers of pre-1994 housing stock. Manage property sales and transfer of the rental stock. Facilitate the sale and transfers of the rental stock. Manage the maintenance of housing assets. Facilitate state owned properties maintenance. Facilitate the implementation measures to inspect and determine status of state-owned properties. Manage the maintenance of properties and Body Corporates. Facilitate the transfer of pre-1994 housing stock. Liaise with municipalities on confirmation of pre-1994 housing stock and beneficiaries. Facilitate appointment of conveyancers and monitor the contracts. Manage the allocated resources. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Management of assets.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: EMERGENCY HOUSING
Salary Package: R1 003 890.00 (Level 12) All-inclusive Package
Ref: (DHS10/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/BAdmin/Developmental Studies/Human Settlement/Built Environment or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
DUTIES: Manage the provision of temporary relief to households living in exceptional housing situations. Determine the role to be played by the department in cases of disasters. Facilitate the assessment of structures for disaster affected households. Facilitate the compilation and submission of applications for temporary shelters. Facilitate the processing of the applications. Consolidate reports for shelters erected. Manage the performance of contractors. Manage the Emergency Housing Process administration. Compile cash flows for Conditional Grant budget. Monitor the Conditional Grant budget. Facilitate the certification of work done and processing of claims. Monitor filing system. Manage compliance with the submission of statutory reports. Facilitate the submission of IYM/DORA reports. Consolidate quarterly, half yearly and annual reports. Facilitate the submission of compliance reports. Manage the allocated resources of sub directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Communication management. Conduct weekly operational meetings with the team.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

CHIEF CONSTRUCTION PROJECT MANAGER GRADE A
PROJECT MONITORING AND EVALUATION
Salary Package: R1 200 426.00 (Level 12) All-inclusive package
Ref: (DHS11/02/2025)
CENTRE: EAST LONDON

REQUIRMENTS: National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with SACPCMP., BTech (Built environment) with a minimum of six (6) years' experience as a registered Professional Construction Project Manager with the SACPCMP., Honours Degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Experience in human settlements development will be an added advantage. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Must possess a valid drivers' licence and must. MS Projects experience essential. Good communication skills (verbal and written) Computer literacy is a must.
DUTIES: Design and analyse project effectiveness. Perform final review and approvals or audits on project designs according to design principles or the theory. Co-ordinate design affects and integration across disciplines to ensure seamless 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 organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goal to direct or redirect project services for the attainment of organisational objectives. Financial Management. Facilitate 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 organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance.

Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the allocated resources of the sub-directorate. Facilitate sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
SKILLS AND COMPETENCIES: Quality management, decision making, urbanisation developments, project management, change management.
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: INTERNAL AUDIT
Salary Package: R849 702.00 per annum (Level 11) All-inclusive Package
Ref: (DHS12/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Accounting/Auditing or equivalent qualification and/or Certified Internal Auditor (CIA) or Professional Internal Auditor relevant (PIA) professional certification or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.
DUTIES: Manage governance of the Internal Audit function and implementation of the standards. Monitor compliance with policy and legislative framework and ensure that cognizance is taken of new developments. Develop and maintain internal audit methodologies policies and procedures. Review implementation of internal audit methodologies policies and procedures. Implement, monitor and report on the Quality Assurance Improvement Program. Co-ordination and implementation of the combined assurance. Compile progress reports against audit plan, quarterly reports and annual reports. Develop the risk based three (3) year rolling Internal Audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Identify the audit universe identification. Develop and allocate the audit scope to individual audits. Develop a three (3) year rolling and one (1) year operational risk based Internal Audit plans. Communicate the plans to relevant stakeholders. Manage assurance and consulting audits on Governance, Risk Management and Control processes. Evaluate the departments' controls/objective to determine efficacy through internal audits. Review and manage planning, execution reporting of internal audits. Provide assurance on adequacy and effectiveness of governance, risk and controls. Manage the collection of information for audits and compilation of internal reports to the accounting officer, management audit committee and other stakeholders. Advise management on how to improve systems and processes. Evaluate and contribute to the improvement of the departments governance, risk management and internal control systems. Review and manage follow up processes on the implementation audit findings. Communicate the results of internal audit engagements. Review, collect information and compile internal audit reports for the accounting officer and audit committee. Manage the effective functioning of the audit committee. Co-ordinate the appointment and contracts of the Audit Committee members. Co-ordinate the Audit Committee sessions. Manage the performance assessments of Audit Committee conducted by the Provincial Treasury, Co-ordinate the implementation of Audit committee resolutions. Manage the general administration activities that supports the audit committee. Manage the Audit Committee, communication and information protocol. Manage and report on the implementation of interventions identified as outcomes of audits – AIP, Combined Assurance report. Manage the allocated resources of the sub-directorate. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's Standard Operating Procedures. Attend to Internal Audit and AGs RFIs, outcomes and findings. Communication Management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR LEGAL ADMINISTRATION OFFICER (MR6)
Salary Notch: R556 356.00 per annum
Ref: (DHS13/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, B/ Degree (NQF level 7) as recognised by SAQA in LLB or equivalent qualification with eight (8) years' appropriate post qualification legal experience. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.
DUTIES: Manage legal administrative services. Draft legal documents, e.g. tender documents, guarantees, contracts, memoranda of understanding and agreements. Facilitate and co-ordinate liaison and consultations with legal advisors and experts. Conduct research into the development and review of regulatory frameworks and policies. Produce draft legislation and accompanying memorandum. Draft responses to legally based queries and complaints of service providers and the Public. Adjudicate settlements in the case of persons who have entered into agreements with the Department. Manage case documentation in matters of litigation. Obtain and compile affidavits, statements etc. Consult policy documents and legal handbooks and provide opinion. Consult with departmental/technical experts. Conduct in loco inspections. Scrutinise court records and evidential material. Prepare case files. Manage a climate conducive to legal awareness and compliancestate law. Provide support to efforts and interventions to raise legal awareness within the Department. Monitor departmental policies and strategies in compliance with applicable national and provincial legislation. Monitor interpretations in line with national and provincial intent and objectives. Monitor and report on quasi-judicial and administrative processes and procedures. Participate in investigations into irregularities. Manage the allocated resources of the sub-directorate. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs RFIs, outcomes and findings. Communication management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: CUSTOMER CARE
Salary Package: R849 702.00 per annum (Level 11) All-inclusive Package
Ref: (DHS14/02/2025)
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA Public Administration/Public Management/BA/Social Science/Human Settlements or equivalent qualification with five (5) years' experience in the field. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.
DUTIES: Manage the implementation of customer care policies and standards. Facilitate the development of customer care policies and standards. Facilitate the interface between the department and clients to determine the needs for customer care and help desk functions. Develop and implemented strategies and resources to facilitate client interaction. Monitor service provision to ensure adherence to Customer Care Charter. Develop systems to facilitate monitoring and identification of problem areas and communicate/engage relevant directorates. Review service provision and strategies to remedy negative situations. Facilitate the establishment and maintenance of the public liaison office and hotline and provide support. Manage effective interface and communication on complaints and response within stipulated timeframes. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the performance of the employees. Manage sound employment relations. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the units Standard Operating Procedures. Attend to Internal Audit and AGs, RFIs, outcomes and findings. Communication management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION
Salary Package: R849 702.00 per annum (Level 11) All-inclusive Package
Ref: (DHS15/02/2025)
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in BAdmin/Public Administration/Social Science/Human Settlements/Public Management/Administration or equivalent qualification with five (5) years' experience in the field. 3 years' experience

as an Assistant Director in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid driver's licence.
DUTIES: Manage the reviewal and implementation of Monitoring and Evaluation framework in line with other legislations and prescripts. Manage the coordination of compliance performance report and manage compliance with submission dates as per the M&E Policy Framework. Compile quality statutory reports and facilitate adherence to the submission timeframes as legislated in the reporting frameworks. Provide guidance on the development of business processes and conduct back-end audit of programme performance. Manage audit of performance objectives and coordinate responses for request of information to conduct programme performance audit. Manage the evaluation of departmental projects and programme to improve the attainment of service delivery objectives. Communicate moderate results to top management and implement tracking tool to monitor progress of improvement plans. Manage the coordination and conducting of project level monitoring to assess project performance. Provide guidance on planning and execution of project level monitoring. Conduct site visits regional representative, site briefing, site visit, plenary. Quality assures the reports and circulate to the districts. Manage the allocated resources of the sub-directorate. Timeously develop employee job descriptions. Manage the evaluation of departmental effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the evaluation of departmental programme performance and coordinate reporting of findings, recommendations and development of improvement plans. Manage the performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's Standard Operating Procedures. Attend to Internal Audit and AGs RFIs, outcomes and findings. Communication management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE, SUPPORT AND CO-ORDINATION
OFFICE OF THE MEC
Salary Package: R849 702.00 per annum (Level 11) All-inclusive Package
Ref: (DHS16/02/2025)
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) as recognised by SAQA in Public Administration/Administration/Office Management and Technology/Social Science/Human Settlements or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director in the field. Knowledge of monitoring and evaluation process. Reporting procedure. Strategic planning processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance management Act, 1999. Treasury Regulations. Must possess a valid drivers' licence.
DUTIES: Coordinate the planning process for the MEC Office. Analyse reports coming from statutory bodies and identify areas of emphasis. Organise and facilitate sessions to discuss portfolio questions and draw responses. Facilitate tabling and discussion of Directorate Plans. Develop and implement records management policies, file plans, strategies and procedures. Coordinate records management policies to ensure compliance. Provide registry support services in the office of the MEC. Implement the records management and file plans effectively. Monitor accurate monthly and quarterly reports. Ensure the safekeeping of all documentation in the office of the Head in line with relevant legislation and policies. Ensure that office equipment e.g. photocopiers are in good working order. Records the engagements of the Head of Office. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the Head of Office regarding engagements. Compiles realistic schedules of appointments. Ensures the effective flow of information and documents to and from Head Office. Obtain inputs, collates and compiles reports e.g. progress and management reports. Scrutinizes routine submissions/reports and makes notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Coordinate and guide budgeting process and financial reporting. Consolidate the budget of the Head of Office for submission to the Budget Office. Prepare in-year monitoring report for the Office. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from the supervisor. Delegate functions to staff based on individual potential to provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely performance assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

5 X CONSTRUCTION PROJECT MANAGER GRADE A
PROJECT MANAGEMENT AND QUALITY ASSURANCE
Salary Package: R833 499.00 per annum (Level 11) All-inclusive Package OSD
CENTRE: CHRIS HANI REGION (QUEENSTOWN) Ref: (DHS17/02/2025)
CENTRE: 2 X OR TAMBO REGION (MTHATHA) Ref: (DHS18/02/2025)
CENTRE: SARAH BAARTMAN REGION (GQEBERHA) Ref: (DHS19/02/2025)
CENTRE: NELSON MANDELA BAY METRO (GQEBERHA) (DHS20/02/2025)

REQUIREMENTS: National Senior Certificate National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of four (4) years' and six months certified experience or a BTech (Built environment field) with a minimum of four (4) years' certified managerial experience or Honours Degree in any Built Environment with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within a team setup. Human Settlements experience will be an added advantage. A valid drivers' licence is a must.
DUTIES: Co-ordinate the project initiation stage. Open the project file upon appointment by Chief Construction Project Manager. Provide input in the development of the procurement strategy. Provide input in the development of the terms of reference. Prepare the payment certificate of the PSP for feasibility report. Co-ordinate the project planning and design stage. Facilitate meeting with the appointed PSP and district/local municipality to communicate and agree on requirements. Prepare submission of the payment certificate for SCM returnable schedules for the development of contract. Provide inputs in the drafting of the Service Level Agreement (SLA). Facilitate meeting with PSP to commence with the professional services upon approval of the SLA. Provide inputs in the first draft of planning and design deliverables. Prepare payment certificate of the PSP for Geotech, EIA, House plans and design reports. Submit project enrolment file to Project Management Unit. Provide inputs in the development of procurement strategy for contractors required. provide inputs in the development of Terms of Reference (TOR) and present to Bid Specification Committee (BSC) for approval. Facilitate meeting with the appointed contractor and district/local municipality to communicate and agree on the requirements. Prepare payment certificate of SCM returnable schedules for the development of contract. Provide inputs in the development of the SLA. Liaise with PSP for the site handover. Coordinate project implementation stage. Facilitate the construction of services. Facilitate the construction of housing units. Facilitate the rectification of housing units. Draft invitation letters for the introduction of stakeholders to the municipality. Liaise with the contractor in preparation for the handing over of documents. Issue copy of the building drawings, milestone breakdown, PIPs and specifications to the Control Works Inspector. Liaise with Social Facilitation Section/beneficiary admin units for establishment of Project steering committee and appointment of CLO. Conduct progress and technical meetings. Conduct site visits to monitor progress on site. Verify value created on site, validate and process project claims. Make follow-ups with District support on the payment claims. Submit copies of the payment stubs and payment reconciliation to the PSP and file. Prepare and submit quarterly contractor performance reports. Analyse and validate expenditure against the value created. Provide input during the preparation of Vos. Prepare motivations for issuing of non-performance notices. Prepare and present reports to various stakeholders (District/local municipalities), IGR forums. Provide support to the various stakeholders during project visit and verifications (M&E, Internal Audit, NDoHS etc). Coordinate project close-out stage. Facilitate submission of the close out report. Validate the required documents in the project file. Source any outstanding required documents in the project file. Submit the project file (inclusive of closeout report) to CCPM for project close out. File the approved project close resolutions.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR: POLICY DEVELOPMENT
Salary Range remuneration: R525 081.00 per annum (Level 10)
Ref: DHS21/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public/Business Management/Public Administration/BAdmin/Social Science/Developmental Studies/Human Settlements or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.
DUTIES: Develop policies pertaining to human settlements development related matters. Render support in the formulation and review of provincial human settlements development policies. Render support in the preparation and submission of policy briefs and memorandum to executing authority cluster and EXCO. Analyse the policies to check if there are any existing gaps that may deprive the actual beneficiaries. Review existing human settlements development policies against set objective to check whether it addresses challenge. Interpret the human settlements development policies to the end users. Conduct workshops, human settlements development officials and stakeholder. Assist municipalities in human settlements development policy and analysis equip them with guidelines. Assist municipalities in policy development and analysis equip them with guidelines. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate.

Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the Directorate. Audit plan. Financial management. Monitor the planning and reporting of the Directorate programs, manage and mitigate the risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit and AGs RFIs and Audit Outcomes and Findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR: NEEDS, RESEARCH
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS22/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/BAdmin/Human Settlements/Social Science/Developmental Studies or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's licence.
DUTIES: Coordinate the review of Mid-Term, Strategic Integrated and Sustainable Human Settlements Research Agenda. Conduct research into the housing and human settlement sector. Compiled the business plan for the execution of research on identified areas of specific research projects in support of policy development and programme development. Liaise with research partners and stakeholders and maintain a database of relevant institutions. Gather relevant information sources and verify data contributions. Maintain proper mechanisms for data collection and storage. Analyse data, form conclusions and report on finds for consumption and utilisation. Administer proper reporting process. Ensure timely and adequate dissemination of research findings. Maintain a database/repository of research material in a consumable and user-friendly format. Report on a regular basis on researched products through establishment reporting lines and mechanisms for tracking research applications. Maintain mechanisms for controlling access to and classification of information. Monitor, evaluate, and follow up on the implementation of research findings and recommendations ensure adequate co-ordination, interaction and feedback. Intervene timely and/or on an ad-hoc basis with follow-up research and recommendations for utilisation in practice. Institute follow-up procedures and reviews. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by the subordinates. Advising subordinates about all aspects of the work. Manage the performance and conduct of subordinates and research section. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter-alia, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish, implement and maintain efficient and effective communications arrangements in the unit. The development and management of the workplan of the unit and reporting on progress as required.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR: CAPACITY SUPPORT DEVELOPMENT
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS23/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/BAdmin/Developmental Studies/Human Settlements/Social Science/Public Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.
DUTIES: Facilitate the capacitation of municipalities on Human Settlements development. Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Conduct walk through and desktop assessment of municipalities. Monitor performance of accredited municipalities. Assess performance of accredited metros. Provide support towards accreditation of municipalities. Work in collaboration with the national Department of Human Settlements for the final assessment done by the Independent Capacity Compliance assessment panel, coordinate and support municipalities with the national housing needs register. Monitoring performance of municipalities on the national housing needs register and provide interventions. Monitoring the hands-on support programme. Identify municipalities for capacity building. Attend to requests from municipalities for capacity building sessions. Consult with internal programs on availability for the capacity building session. Present various human settlements policies. Compile report on capacity building sessions conducted. Facilitate skills audit for municipalities. Circulate the questionnaire to municipal coordinators.

Collect the completed questionnaires. Analyse the data. Draft report on the outcomes of the skills audit with recommendations of training interventions. Facilitate the implementation of short learning programmes for councillors, traditional leaders and municipal officials. Monitor the implementation of the programme. Coordinate project steering committee meetings. Compile a draft progress report on short learning programmes implemented. Facilitate the payment of service providers. Facilitate logistics for a certification ceremony. Facilitate the experiential learning programme. Organise meetings with the nominated mentors. Draft the implementation plan for placement of students. Monitor student progress at the various host organisations coordinate an evaluation session with all stakeholders. Compile a report for the experimental learning programme.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

3 X CONTROL WORKS INSPECTOR
PROJECT MANAGEMENT AND QUALITY ASSURANCE
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS24/02/2025
CENTRE: SARAH BAARTMAN REGION (GQEBERHA)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6)/B. Degree (NQF level 7) in Civil Engineering/Building and Construction as recognised by SAQA with 3 years' working experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.
DUTIES: Provide quality control services during the project implementation stage. Receive copy of the building drawings, milestone breakdown, PIPs and specifications. Scrutinize project plans and designs. Confirm rightful ownership of the site. Develop tick sheets and provide reports. Check the quality of the building material on site. Inspect the quality of workmanship and issue site instructions where applicable. Conduct site visits and attend progress/technical meetings. Provide support to various stakeholders during project visits and verifications (M&E, Internal Audit, NDoHS etc). Conduct site verifications for Vos requests. Provide project administrative support services during the project implementation stage. Open and maintain the quality assurance file. Sort and submit copies of the project documentation to Project Manager. Safeguard the project documentation. Update the Works Control System and provide reports. File the copies of reports. Monitor the value created on site for new work and rectifications. Open and maintain qualify assurance file. Certify the value of work created on site. Conduct site audits. Identify requirements for new work and rectifications. Submit the report to Chief Construction Project Manger for action. Monitor the activities of contractors. Provide technical support and advice to contractors. Verify invoices and certify the progress of payments. Report problems emanating from projects to CCPM. Conduct inspection for release of the retention amount.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR: PROJECT FACILITATION IMPLEMENTATION & EPWP
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS25/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in BAdmin/Public Administration/Social Science/Public Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.
DUTIES: Facilitate the implementation of expanded public works programme (EPWP). Communicate with districts to identify and register projects for EPWP. Analyse and compile district reports. Monitor and verify data capturers work. Facilitate compliance of EPWP principles in all housing projects. Attach EPWP guidelines in all tender documents and contracts. Provide support to districts in implementation of EPWP guidelines. Monitor tenders awarded to designated groups. Facilitate artisan development programme. Provide support in the artisan development programme. Monitor placement of youth with training institutions. Monitor attendance of the youth training. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

2 X ASSISTANT DIRECTOR: SOCIAL HOUSING
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS26/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Administration/Business Management/Social Science/Public Management/Developmental studies/Human Settlements/Property Management or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.
DUTIES: Facilitate the implementation of social housing projects. Support local and metropolitan municipalities in their applications for declaration of restructuring zones and monitor performance thereof. Prepare and process funding application submissions for social housing projects. Facilitate signing of project funding agreements. Facilitate stakeholder participation in social housing programme. Conduct awareness raising session on Social Housing Policy and regulations. Monitor progress during project implementation. Facilitate resolution of challenges that may erupt during implementation of social housing projects. Compile project performance report and submit. Facilitate the implementation of community residential units (CRU). Prepare and process funding application submissions for community residential unit projects. Facilitate signing of project funding agreements. Facilitate stakeholder participation in community residential unit programme. Conduct awareness raising session on community residential unit programme policy and regulations. Facilitate resolution of challenges that may erupt during implementation of community residential unit projects. Compile and submit project reports. Facilitate the implementation of first home finance. Verify application of potential applicants on HSS. Conduct first level override and editing. Facilitate process of payment on registration or lodgement with deeds office. Conduct awareness raising session on FHF to potential beneficiary and stakeholders. Compile performance quarterly report and submit. Manage the allocated resources of the sub-directorate. Timeously develop employee job description. Manage performance of the employee. Manage sound employee relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Manage assets of the unit. Manage the development and the implementation of the units' standards Operating procedures. Attend to internal Audit and AGs RFIs and Audit Outcomes and Findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR: HOUSING ASSET MANAGEMENT
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS27/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in BAdmin/Public Administration/Real Estate (Property Practice/Public Management/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage Must possess a valid driver's licence.
DUTIES: Facilitate management of Immovable Assets. Verify immovable assets. Monitor the utilisation of immovable assets. Open and update immovable asset register. Follow-up with the conveyancers until the transfer of the mother erven has taken place. Monitor the maintenance of housing properties. Facilitate the payment of rates and taxes for properties owned by the department. Facilitate the transfer of pre-1994 housing stock. Verify registers for different housing stock to be transferred. Request the list of beneficiaries from the municipalities for transfers. Provide support to municipalities. Facilitate the appointment of conveyancers and monitor their performance. Prepare and submit reports. Facilitate and coordinate all pre-1994 housing projects to be rectified. Collaborate with municipalities in identifying properties that need rectification. Consolidate the report and submit to the rectification programme. Manage the allocated resources. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Management of assets.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR
HOUSING PROGRAMME FACILTATION AND ADMINISTRATION
Salary Range remuneration: R525 081 per annum (Level 10)
Ref: DHS28/02/2025
CENTRE: BCM REGION (EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.
DUTIES: Attend to housing administration matters regarding current and blocked. Attend to additional funding requests for the rectifications of projects. Receive assessments and technical evaluations, analyse recommendations to determine whether request is justifiable and within the subsidy quantum. Attend to additional funding requests for the rectification of projects. Ensure that amounts fall within allowable budget. Forward geo tech support, request to technical evaluation and variance calculator. Compile the project approval process for newly submitted applications. Distribute copies of project application received to relevant disciplines in the Department for evaluation. Receive evaluation reports; analyse recommendations to determine whether project is implementable. Prepare detailed submission ensuring that supporting documentation confirming the state of readiness is attached to the submission and submission to secretariat. Present submission to PACOMM and answer relevant questions. Monitor and guide beneficiary verification/approvals. Assist departmental officials when the need arise. Monitor project data. Reporting compile report. Attend to admin issues that impact negatively on the execution of projects. Facilitate the submission of project applications from developers. Visits and meetings with stakeholders to familiarise them with project requirements and procedures. Assist developers in compiling project descriptions and applications. Manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to internal audit and AGs RFIs, outcomes and findings. Communication management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR NETWORK ADMINISTRATOR
NETWORKS, IT INFRASTRUCTURE MANAGMENT
Salary Range remuneration: R444 036.00 per annum (Level 09)
Ref: DHS29/02/2025
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Information Technology/Information Technology Management/Computer Engineering/Computer Science as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme and action, public service regularity framework, information management and performance management. Knowledge of IT service management (ITSM) and performance monitoring tools. Knowledge of Microsoft Azure cloud services, networking, and security. Knowledge of Microsoft 365 E5 license administration, security, and compliance. Knowledge of Server and network administration (Windows Server, Active Directory, DNS, DHCP). Knowledge of Cloud and on-premises infrastructure monitoring and maintenance. Knowledge of IT security policies, risk management, and cybersecurity best practices. Knowledge of Backup and disaster recovery planning. Must possess a valid driver's licence.
DUTIES: Facilitate the installation, configuration, maintenance of servers, networks and cloud infrastructure. Configure servers and network devices. Consult with service providers for both LAN, cloud and server support. Monitor the desktop support and trainings. Monitor server performance. Test and install windows update. Create user accounts and mailboxes. Maintain uptime of LAN link. Facilitate and maintain ICT Infrastructure, ICT Risks, ICT Security and ICT continuity plans. Implement and maintain Information Technology (IT) continuity plans and infrastructure. Store and backup all Departmental data. Maintain the availability of user data. Implement patch management solution. Implement anti-virus solution. Maintain IT security and cybersecurity infrastructure. Implement IT security policies on the safekeeping and storage of data. Conduct IT security reviews and IT Risk assessments. Facilitate and maintain ICT services and ICT assets. Monitor management and resolutions of users' problems. Maintain ICT service charter. Maintain user access rights and user access reviews. Implement and ICT service desk system. Monitor ICT asset database, register and verification. manage the allocated resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training and development of employees. Develop and manage implementation of the unit plan. Manage assets of the unit. Financial management. Manage the development and implementation of the unit's standard operating procedures. Attend to Internal Audit AGs RFIs, outcomes and findings. Communication management.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR
HRP INFORMATION SYSTEMS & HRA SERVICES
Salary Range remuneration: R444 036.00 per annum (Level 09)
Ref: DHS30/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Human Resource Management/Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regulatory framework and performance management. Must possess a valid driver's licence.

DUTIES: Determine HR needs, analyse needs and develop an effective HR Planning. Analyse current situation. Assess future needs in consultation with relevant stakeholders to determine the gaps and get some inputs. Establishment of HR Plan Committee. Implement approved plan. Conduct awareness workshop on HR Planning throughout the Province. Monitoring and evaluation of results of Action Plan. Provide, advisory and consultation services to clients and make interventions regarding HR planning. Ensure employment equity. Assess future needs in consultation with relevant stakeholders to determine gaps and get some inputs. Establishment of employment equity committee. Implement employment equity. Conduct awareness workshops on employment equity throughout the province. Provide advisory and consultation services to clients and stakeholders. Monitoring and evaluation of employment equity plan. People management. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates and social work unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of inter alia, knowledge management including mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriate skills. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ASSISTANT DIRECTOR
INFORMATION AND KNOWLEDGE MANAGEMENT
Salary Range remuneration: R444 036.00 per annum (Level 09)
Ref: DHS31/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Librarian/Records Management/Social Science or equivalent qualification as recognised by SAQA with 3 years supervisory level experience in the field. Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Must possess a valid driver's licence.

DUTIES: Ensure the provisioning and maintenance of knowledge management services. Facilitate the provisioning of departmental central repository tool for policies, reports, standard operational procedures etc. Facilitate the development of knowledge portal. Facilitate the maintenance of knowledge management systems. Develop and maintain records standards and procedures for the department (File Plan, Disposal, Archiving). Promote IKM and records management best practices. Facilitate appointment and nurturing of IKM Champions (connecting people). Facilitate preservation of the institutional memory (connecting people to information). Ensure the maximum accessibility and credibility of data extracted from the organisations data system. Administering and maintenance of the programme knowledge management artefact. Facilitating and coordinating the knowledge management collection phase. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply the corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of work plans and personal development plans (PDP's) for all employees in the directorate. Manage daily employee performance and ensure timely performance assessments of all subordinates. Analysing the effectiveness of the new knowledge management. Observe and evaluate the usage of knowledge management impact in terms on organizational benefits. Utilise the knowledge base resources and design a training for the staff and clients to help them access the knowledge management tools. Encourage the staff and workers to share knowledge effectively and efficiently. Facilitate accessibility of knowledge management tools for all department employees. Facilitate the development and maintenance of single data repository for reporting and decision making. To manage, maintain and develop the knowledge management platform, so that information and data is accessible to employees. Facilitate the provisioning of physical and electronic records management service in alignment with the provincial and national archive act. Develop, monitor and maintain the physical and electronic records management policy. Coordinate the

provisioning of source document(s) for audit, forensic investigation and research. Implement the systematic disposal programme for the department. Monitor and report on compliance with archiving norms and standards by detached centres. Develop and facilitate the implementation of records management capacitation programmes. Facilitate the provisioning of archiving, disposal and storage services. Monitor and maintain departmental archiving and storage policy framework. Facilitate the restoration and maintenance of old records. Develop and maintain the departmental file plan. Facilitate the provisioning of central document storage and archiving services. Facilitate that the audio-visual records are managed according to the requirements of prescribed prescripts and are stored correctly. The transfer of electronic/hard records to provincial as per National Archive Act. Conduct records management. Facilitate the implementation of systematic disposal programme for the department
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR ADMINISTRATIVE OFFICER
HOUSING PROGRAMME FACILIATION & ADMINISTRATION
Salary Package: R376 413.00 (Level 8)
Ref: DHS32/02/2025
CENTRE: OR TAMBO REGION (MTHATHA)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) BDegree (NQF level 7) in Public Administration, Public Management/Social Science/Human Settements/BAdmin or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES: Facilitate and co-ordinate the registration of beneficiary application forms. Liaise with all the relevant stakeholders involved in the housing development. Register beneficiary subsidy forms according to masterlist as endorsed by the municipality. Provide feedback to the beneficiaries. Submit subsidy approvals to Head Office for uploading on HSS. Administer beneficiary applications on HSS. Verify and capture application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. Provide social facilitation to beneficiaries on Housing Policy Regulations. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish and train project steering committee and community liaising officer. Audit project steering committee. Liaise with all relevant stakeholders involved in housing project. Conduct home ownership workshop. Facilitate beneficiary profile for ceremonial handing over. Facilitate and coordinate the verifications of destitute beneficiaries for housing progammes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Conduct door to door verification. provide admin support in the district office. Compile formatted reports and assist with office administration. Attend to HSS related issues and enquiries. Administer fleet management services.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR ADMINISTRATIVE OFFICER
PROJECT MONITORING AND EVALUATION
Salary Package: R376 413.00 (Level 8)
Ref: DHS33/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Public Administration, Public Management/Degree (NQF level 7) in Social Science/Human Settlements/BAdmin or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework and performance management. Human Settlements experience will be an added advantage.

DUTIES: Administer the submission of project management monthly reports, Receive and record incoming monthly reports. Sort and reconcile the reports. Disseminate the reports to the relevant project management units. File consolidated and approved reports. Provide admin support on National Home Builders Registration Council applications (NHBRC). Receive and record enrolment applications. Submit completed and compliant enrolment applications to NHBRC offices. Receive and file the acceptance enrolment letters. Process paperwork for the payment of NHBRC fees. Provide general admin support to the unit. Procure goods and services. Arrange travelling and accommodation. Liaise with internal and external stakeholders in project management related issues. Prepare attendance registers for unit meetings. Monitor leave and attendance registers. Provide financial administrative support services for Project Management Unit. Request and analyse BAS reports. Capture and update expenditure in the commitment register. Compile cash flow projections conduct the shifting of funds.

ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR STATE ACCOUNTANT
GRANT MANAGEMENT
Salary Package: R376 413.00 (Level 8)
Ref: DHS34/02/2025
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Internal Auditing/Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Pubic Financia Management Act (PFMA) and DORA (Division of Revenue Act).

DUTIES: Provide administrative support in the management of the Provincial Housing Funds (Conditional Grant). Verify budget loaded on BAS against the approved conditional grant business plan. Receive payments and confirm funds available for project payments on confirmation schedule and on payments. Identify non-moving projects and guide programmes on shifting of funds. Draw BAS report, identify misallocations and reconcile to expenditure commitment sheet. Give instructions to subordinates on journals to be compiled and captured on BAS. Authorise journals on BAS. Distribute monthly reports to programmes to enable reporting. Populate the DORA reporting template with conditional grant expenditure from BAS on a monthly/quarterly basis. Finalise the DORA report in terms of the DORA framework and submit with all the supporting reporting to Provincial Treasury and National within prescribed dates. Prepare reports for interim financial statements (IFS) and Annual Financial Statements (AFS). Coordinate housing project payments and related transactions. Verify payments for full compliance with PFMA requirements, Treasury Regulations and Housing Policy. Verify data captured on BAS against the supporting documentation on the claims and on BAS. Authorise all payments on BAS. Verify if the checklist is attached to all claims and signed off before filling process is initiated. Follow up on ageing or problematic claims. Provide information upon request to Internal/External Auditors and other stakeholders. Provide admin support in the monitoring and reporting on Trust Accounts. Reconcile and verify bank statements and reconciliation statements received from account administrators. Write letters to entities to follow up on outstanding recons/bank statement/interest and other anomalies identified. File all correspondence per entity. Receive and record all interest received. Record all Trust Account balances on reporting tool. Manage the allocated resources. Timeously develop an employee job description. Manage the performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Manage assets of the unit. Financial management. Attend to Internal Audit and AGs RFIs, outcomes and findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842

2 x SENIOR ADMINISTRATIVE OFFICER
LAND ACQUISITION AND TENURE SERVICES
Salary Package: R376 413.00 (Level 8)
Ref: DHS35/02/2025
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Public Administration/Public Management/Human Settlements Development/Administration Management/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of service delivery (Batho Pele), sound knowledge and understanding of transfer and land ownership. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES: Facilitate the appointment, instruction and monitoring of conveyancers. Identify conveyancers to be appointed from the database and allocate projects to them. Ensure the conveyancers follow appropriate supply chain processes, assist in giving out instructions and monitor their progress. Provide technical advice to Municipalities on housing transfer processes and land related issues. Checking the status of land for the development of houses. Going to Municipality to check whether they have a piece of land for the development. Advise municipalities over the phone, through emails and physical visits on issue regarding land, title deeds to be transferred and title deeds to be handed over. Give them advice on how to handle different beneficiary issues. To ensure handing over of title deeds to approved beneficiaries. Liaise with the Municipality, Regions, and the office of the MEC on the number of title deeds to be handed over, venues and awareness of beneficiaries. Conduct beneficiary verification and facilitate handing over ceremonies. Facilitate the transfer of housing units to qualifying beneficiaries in conjunction with Conveyancers and Municipalities. Identify projects and beneficiaries to be transferred. Check their status on HSS. Liaise with municipalities and regions to confirm projects. Instruct and monitor conveyancers. Prepare payments for conveyancers and draft reports.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842

E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR ADMINISTRATIVE OFFICER
NETWORKS, IT INFRASTRUCTURE MANAGEMENT
Salary Package: R376 413.00 (Level 8)
Ref: DHS36/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6), BDegree (NQF level 7) in Information Technology/Information Technology Management/Computer Engineering/Public Administration/Public Management or equivalent qualification as recognised by SAQA with 2 years' experience as ICT technical support and ICT service management. Knowledge of human settlements ICT policies and procedures, Information Management, ICT Government policies and procedures and prescripts, Public Service Regularity Framework and performance management. Knowledge of SITA Acts and procurement processes.

DUTIES: Monitor the opening and closing of ICT support calls. Receive incoming ICT support calls. Log in the ICT support calls on the Service Desk System. Maintain accurate and update records of incidents, requests and problems. Provide first line support. Confirm if calls are attended to and closed. Conduct ICT asset verification. validate ICT assets against the Departmental asset register. Update departmental asset register. Receive hardware stock. Administer GICTM Procurement. Prepare draft procurement strategy. Draft specification. Present approved specification to Bid Specification Committee. Draft procurement memorandum. Receive hardware stock, sign delivery notes and invoices from service provider. Submit invoice to General Payments.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

CHIEF PERSONNEL OFFICER
HRP INFORMATION SYSTEMS & HRA SERVICES
Salary Package: R376 413.00 (Level 8)
Ref: DHS37/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Human Resource Management/Public Management/BAdmin/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. A valid driver's licence will be an added advantage.

DUTIES: Facilitate implementation of recruitment and selection process. Approve the advertisement on the e-recruitment system. Prepare packs for shortlisting and interviews. Provide secretariat support in the shortlisting and interview processes. Approve appointments on the Persal System. Issue appointment letters to successful candidates. Appoint successful candidates on the Persal System. Facilitate administrative support in structuring and re-structuring SMS, MMS and OSD members. Advice SMS, MMS and OSD members on how to structure their remunerative packages. Approve the transactions on Persal. Capture the transactions on Persal. Facilitate administrative support in the approval of all transactions in terms of appointments, transfers, movements, relocations, translations in rank and adjustments on Persal, internships, confirmation of probation and acting allowances. Draft a memorandum of approval to HOD for internal/horizontal transfers from other departments. Draft a memorandum of approval for acting allowance/acting in a higher post. Draft appointment letters, disseminate to employees and file the copy. Verify and approve transactions on the Persal System. Advise employees on their probation status. Approve internships transactions on the Persal System. Approve acting allowances on the Persal System. Facilitate the approval of payments on PMDS pay progression. Receive and verify PMDS (pay progression) qualifying list from HRD. Approve transactions on the Persal System. Supervision of staff. Manage performance of the employee. Manage sound employee sound relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communications. Facilitate the opening of employees files and send them to Registry as per NIMR requirements including the correct information on the Persal System. Request outstanding documents (marriage certificate, dependents certificates, divorcee decree, change of address, improved qualifications etc) from all employees. Verify and approve transactions on the Persal System.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR WORKSTUDY OFFICER
ORGANSATIONAL, DESIGN AND SERVICE EXCELLENCE
Salary Package: R376 413.00 (Level 8)
Ref: DHS38/02/2025
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Management Services/Production Management/Public Management/HRM/BAdmin/Public Administration/Social Science/Industrial Psychology/Business Analysis or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. Must possess a valid drivers' licence.

DUTIES: Facilitate the development, implementation and review of the Service Delivery Model, OFA and Organisational Structure. Provide support in the development of the OFA and SDM. Coordinate the development of project implementation plan. Coordinate the appointment and capacitation of the task teams. Collect the data. Develop the plan for consultative sessions. Organise logistics for consultative sessions. Provide secretariat support duties during the sessions. Provide support in the analysis of the functional and post establishment structure. Provide support in the development and review of the organisational structure. Facilitate departmental business process management. Organise logistics to conduct the business process management. Analyse and review departmental business processes in consultation with process owner. Model the business processes using MS Visio. Development of departmental standard operating procedures (SOPs) in consultation with process owner. Coordinate the signing of the business processes and SOPs. Facilitate the Job Evaluation (JE) process and the development of job descriptions. Identify JDs that have reached the 5 year term and with changed texture. Develop the annual and monthly JD plans. Analyse, develop and review of JDs. Maintain JD database. Organise consultative sessions. Conduct interviews with job incumbents and supervisors. Capture jobs on the JE system. Capture jobs on excel spreadsheet. Organise JE quality assurance session with Office of the Premier. Facilitate the implementation and monitoring of service excellence. Identify directorates that require Change Management. Provide support in the development of the Change Management project plan. Provide support in the identification and capacitation of change champions. Organise logistics during the commemoration of Public Service Month. Provide support during the identification and capacitation of Batho Pele role players. Provide support during the hosting of the Batho Pele awards. Provide support during the culture survey process. Remind directorates about the submission of business cases and service excellence reports.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR STATE ACCOUNTANT
CASHFLOW AND DEBTORS' MANAGEMENT
Salary Package: R376 413.00 (Level 8)
Ref: DHS39/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Cost and Management Accounting/Financial Management/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Pubic Financia Management Act (PFMA).

DUTIES: Administer departmental bank accounts. Monitor day to day inflow and outflow from PMG account. Reconcile money transfer to the Exchequer monthly. Reconcile drawings to ensure that the Provincial Treasury reports are correct. Monitor the maintenance of the buffer. Monitor revenue collection. Draw report from BAS for revenue collected. Draft revenue pay-over and forward to the departmental bank. Draw bank statement from online banking app to ensure that revenue collected is transferred to Provincial Treasury (Provincial Exchequer Account). Safeguard all revenue financial records. Administer departmental debts. Receive request documents from end-users for debt creation. Capture all debtors accounts. Compile debt file. Update all debtor files and keep records of the movement of debts. Compile debtor's reconciliation and age analysis. Administer interest on trust accounts. Receive payment advisor statement. Draw bank statement. Draw BAS interest on trust account report. Reconcile money received on trust accounts.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

SENIOR STATE ACCOUNTANT
FINANCIAL CONTROL
Salary Package: R376 413.00 (Level 8)
Ref: DHS40/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 2 years' experience as a State Accountant. Knowledge of human settlements policies and procedures, Information Management, Government policies and prescripts, Public Service Regularity Framework, Pubic Financia Management Act (PFMA).

DUTIES: Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payments and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Capture the verified journal on BAS and submit the journal for approval on BAS. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliation. Submit for inclusion in the Treasury instruction Note No. 02 of 2023/2024 before due date. Clear account to achieve zero balance required by Treasury. Submit for inclusion in National Treasury Instruction No. 03 of 2022/23 before due date. Records management. Verify journals before filing. File journals passed during the month. File reconciliation statements in accordance with monthly order.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

2 X SENIOR ADMINISTRATIVE OFFICER
HOUSING PROGRAMME FACILITATION AND ADMINISTRATION
Salary Package: R376 413.00 (Level 8)
CENTRE: ALFRED NZO REGION (KOKSTAD) (Ref DHS41/02/2025)
CENTRE: AMATHOLE REGION (EAST LONDON) (Ref DHS42/02/2025)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B.Degree (NQF level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policy and prescripts, Public Service Regularity Framework and performance management. Report writing, negotiation, interpersonal relationship, communication, networking, analytical, presentation and motivation skills. Human Settlements experience will be an added advantage.

DUTIES: Provide administrative support in the registration of beneficiary applications. Liaise with all the relevant stakeholders involved in the housing development. Capture and verify subsidy application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. File application forms according to master list as endorsed by the municipality. Submit subsidy approvals to Head Office. Provide social facilitation to beneficiaries on Housing Policy Regulations. Communicate with all relevant stakeholders earmarked for housing projects. Conduct social facilitation relating to social project issues. Establish project steering committee. Facilitate appointment of community liaising officer. Training project steering committee and community liaising officer. Audit project steering committees. Conduct home owners workshop. Facilitate beneficiary profile for ceremonial handing over. Provide administration support in the verification of requests from designated stakeholders. Communicate with all relevant stakeholders earmarked for housing projects. Conduct door to door verification. Refer reports to head office. Provide admin support in the District Office. Compile HSS formatted reports. Circulate HSS formatted report to project managers, local municipality and the service providers. Attend to HSS related queries. Supervision of staff. Develop employee job descriptions. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to internal audit and AGs RFIs and Audit outcomes and findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
HUMAN SETTLEMENTS PROPERTY AND ASSETS
Salary Package: R308 154.00 (Level 7)
Ref: DHS43/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Office Management and Technology/Management Assistant/Administrative Management/Public Management/BAdmin/ Public Administration/Human Settlements or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Attend to enquiries. Make photocopies. Distribute documents/packages to various stakeholders. Keep and maintain the filling system. Type basic letters and other correspondence. Keep and maintain the incoming and outgoing register. Provide personnel administration within the component. Maintain a leave register. Keep and maintain the attendance register. Keep and maintain personnel records. Arrange traveling and accommodation. Provide financial administration support services. Capture and update expenditure in the commitment register. Conduct the shifting of funds. Check correctness of subsistence and travel claims. Provide supply chain clerical support services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Liaise with internal and external stakeholders in relation to the procurement.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

2 X INTERNAL AUDITOR
INTERNAL AUDIT
Salary Package: R308 154.00 (Level 7)
Ref: DHS44/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Internal Auditing or related fields majoring in Internal Auditing, BCom Degree with Auditing and Accounting as major subjects or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of International Standards for the Professional Practice of Internal Auditing, monitoring and evaluation, information management, performance management and human settlements policies and procedures.

DUTIES: Administer an internal audit project plan. Identify internal audit project risk and scope. Organise a team briefing session. Create a manual and electronic internal audit project file. Distribute an internal audit notification letter. Conduct a preliminary survey. Source/research/legislative and policy mandates relevant to the Internal Audit project. Develop engagements objectives and timeframe. Organise an engagement meeting with the auditee. Populate an objective, risk and control matrix. Obtain and document an overall understanding of the business process flow. Conduct an internal audit walk through test. Evaluate adequacy of controls. Prepare an internal audit programme. Update an internal audit planning checklist. Update internal audit project planning documents. Execute the internal audit programme. Design and develop an internal audit working paper. Obtain new professional developments and align to the relevant audit project plan and execution. Request auditee information. Conduct internal audit tests. Update internal working paper. Identify and discuss an internal audit exceptions. Deliberate on action plans. Align working papers with the audit programme. Update internal audit project execution documents. Conduct internal audit project follow up. Provide support on internal audit reporting. Prepare an exception standard report. Discuss draft internal audit report inputs. Reference internal audit findings to the working paper. Upload draft internal audit report on the system. Organise exit meeting. Update internal audit file. Prepare an internal audit checklist. Provide support to the departmental audit committee. Organise logistical arrangements for meetings. Develop and distribute agendas for the committee-initiated meetings, timeously issue invitations and reminders. Collect and compile necessary documentation for the committee meetings. Record minutes, resolutions of the meetings and communicate decision to relevant stakeholders. Co-ordinate and track the implementation of decision taken in all internal audit committee meetings. Safe-keep all documentation. Provide general administration and internal audit quality assurance functions. Prepare and follow up an internal audit evaluation checklist. Conduct internal audit performance appraisal. Update quality assurance improvement documents. Align internal audit project performance appraisals to Internal Audit Standards. Prepare project itinerary and logistics. Provide input to the post audit evaluation. Update internal audit project file.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
CAPACITY BUILDING AND MUNICIPAL SUPPORT
Salary Package: R308 154.00 (Level 7)
Ref: DHS45/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/BAdmin/Development Studies/Human Settlements/Social Science/Public Management or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, batho pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES: Provide admin support in the implementation of the hands-on support programme. Processing of claims of hands-on support. Email payment stubs to hands on support members. Compile and maintain a database of payments to hands on support. Liaise with regional offices on hands on support claims. Liaise with municipalities on the establishment and functioning of the national housing needs register. Coordinate logistics related to National Housing needs register activities. Compiled and maintain database of national housing needs register training. Provide general admin support to the directorate. Provide admin support in the implementation of short learning programmes for councillors, traditional leaders and municipal officials. Make follow up with invited municipalities. Compile a database of nominated participants. Liaise with the university about the logistics of the training and inform participants in writing. Capture application forms of the nominated participants on the system. Record minutes for the Project Steering Committee meetings. Prepare payments for service providers. E-mail payment stubs to the service provider. File documents. Administer the implementation of the Scholarships Programme. Compile a database of students from various institutions. Provide secretariat duties during stakeholder meetings. Prepare individual student files. Verify documents in each file. File documents. Provide admin support in the implementation of capacity building sessions. Scan and e-mail letters to the identified municipalities. Prepare presentation packs for participants of the capacity building sessions. Inform the presenters about the venue and staring time of the session. File documents. E-mail questionnaire to municipalities. Follow up with municipalities with submission of forms. Capture the forms on the database.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
BENEFICIARY MANAGEMENT
Salary Package: R308 154.00 (Level 7)
Ref: DHS46/02/2025
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/BAdmin/Human Settlements/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES: Provide administrative support on beneficiary approvals. Send verified application for searches. Receive list of approved beneficiaries from Grants Management. Forward list of approved beneficiaries to districts. Receive compiled list of approved beneficiaries from the districts. Verify the approved list from Grants Management against the compiled list of approved beneficiaries from districts. File the list of approved beneficiaries. Receive request to edit beneficiaries on Housing Subsidy System from the districts. Provide administrative support to municipalities for Beneficiary Correction Occupation and Beneficiary Allocation Committee. Secure appointments with municipalities and district offices to present Beneficiary Allocation Committees (BAC). Procure venue and accommodation. Draft agenda and attendance registers. Receive the appointment letters of the nominated BAC members from the municipality. Receive the appointment list of nominated BAC members from the district. Circulate draft appointment letters for approval by the Head of Department. File the appointment letters of the BAC Members as per their district. Receive requests from the district offices to conduct Beneficiary Correct Occupation (BCO). Secure an appointment with the district office. Record minutes of the meeting. Conduct door to door physical verification on BCO. Draft a report on the findings pertaining to the verification. Administer the individual housing subsidy process. Disseminate application forms to applicants. Receive complete application forms from conveyancers. Record the submitted applications on the incoming register. Capture completed application forms on the Housing Subsidy System (HSS). Send verified applications on HSS. Draft individual approved letters. Forward approved letters to conveyancers. Receive invoices from conveyancers. Prepare and submit claims to Grant Management. Receive payment stubs from Grant Management and forward to conveyancers. Provide support in the administration of the Directorate. Monitor the directorate expenditure to establish alignment with the operational plan and cash flow projections. Establish whether the expenditure is aligned with the operational plan and within projections. Capture and update expenditure in the commitment register. Compile cash flow projections.

Conduct the shifting of funds. Facilitate the submission of progress reports and submission to internal and external stakeholders. Monitor the leave register. Receive, record incoming and outgoing correspondence. Receive PMDS files and update submissions on the spreadsheet. Procure stationery.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
INFORMAL SETTLEMENTS UPGRADING
Salary Package: R308 154.00 (Level 7)
Ref: DHS47/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science/Human Settlements or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, batho pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' licence.

DUTIES: Gather documents in respect of investigations, fraud and corruption awareness and ethics awareness programs. Prepare invitations for awareness sessions and other logistical arrangements. Prepare agenda and programmes for the sessions. Compiling relevant material for distribution during the session. Collecting relevant information required by an investigator from specified stakeholders. Assist in planning, preliminary investigation and provide the outcome of the investigation. Facilitate the Assessment, Categorisation and Plans for Informal Settlements for Upgrading in the identified Municipalities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the delivery of assessment, categorisation and plans for Informal Settlements Upgrading in the identified Municipalities in line with the UISPG Framework. Facilitate the activation of Upgrading plans and interactions with the Municipalities in the development of the Informal Settlements plans by identification of projects processes from the upgrading programme in accordance with the UISPG Framework. Facilitate the review the EC provincial informal settlement strategic-Framework and other operational frameworks in line with the UISPG framework including the NUSP Forums. Facilitate the implementation of the Upgrading Plans of the informal settlements in the identified municipalities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the EC Provincial Informal Settlement Strategic Framework and other operational frameworks in line with the UISPG framework. Facilitate the upgrading of informal settlements forum provincial meetings with municipal participation with support from NUSP. Facilitate the upgrading of Informal Settlements implementation plan phases 1 to 3. Facilitate the development of social and economic amenities in Amathole District and Buffalo City Metropolitan Municipality. Facilitate the procurement strategy implementation process and contract award (Turnkey methodology). Coordinate and participate in construction processes up to completion. Facilities site handover, project launch. Facilitate project monthly progress meetings. Facilitate processing of project related payments. Facilitate handover of the completed facility to the municipality. Provide project administrative support to the operations of the Directorate including Auditor General matters. Administrative duties. Performance management of staff. Budget. Leave Management. Discipline Management, Auditor-General reports.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
CHRIS HANI DISTRICT SUPPORT CENTRE/OFFICE
Salary Package: R308 154.00 (Level 7)
Ref: DHS48/02/2025
CENTRE: CHRIS HANI (QUEENSTOWN)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management.

DUTIES: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents. Administer transport service in the district. Organisation transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services

during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
ADMIN SUPPORT SERVICES CHRIS HANI
Salary Package: R308 154.00 (Level 7)
Ref: DHS49/02/2025
CENTRE: CHRIS HANI (QUEENSTOWN)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management.

DUTIES: Registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents. Administer transport service in the district. Organise transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
HOUSING PROGRAMME FACILITATION & ADMINISTRATION
Salary Package: R308 154.00 (Level 7)
Ref: DHS50/02/2025
CENTRE: OR TAMBO REGION (MTHATHA)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/BAdmin/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES: Administer the registration of beneficiary application forms. Liaise with all the relevant stakeholders involved in the housing development. Register beneficiary subsidy forms according to masterlist as endorsed by the municipality. Provide feedback to the beneficiaries. Submit subsidy approvals to Head Office for uploading on HSS. Administer beneficiary applications on HSS. Verify and capture application forms on HSS. Investigate and redress failed searches. Provide feedback to beneficiaries on the status of the application. Provide social facilitation to beneficiaries on housing policy regulations. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Establish and train project steering committee and community liaising officer. Audit project steering committee. Liaise with all relevant stakeholders involved in housing project. Conduct homeowner workshop. Facilitate beneficiary profile for ceremonial handing over. Administer the verification of destitute beneficiaries for housing programmes. Communicate with all relevant stakeholders earmarked for housing projects. Attend meetings relating to social issues. Conduct door to door verification. provide admin support in the District Office. Compile formatted reports and assist with office administration. Attend to HSS related issues and enquiries.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
ADMIN SUPPORT SERVICES
Salary Package: R308 154.00 (Level 7)
Ref: DHS51/02/2025
CENTRE: OR TAMBO REGION (MTHATHA)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Management/Public Administration/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, Batho Pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES: Registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivery mail/files. Provide quality assurance on the receipt and sorting of all mails. Render records management services. Open and close files according to record classification system. Trace and retrieve documents and files. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents. Administer transport service in the district. Organise transportation of personnel to various destinations. Monitor collection and delivery of documents and stationery. Make a follow up on vehicles taken in for services and repairs. Verify correctness and accurateness of trip authorities and logbooks. Facilitate the cleaning of offices. Establish cleaning standards and procedures. Develop schedule and specific duties. Inspect cleaning equipment. Control and monitor the usage of cleaning materials. Order cleaning material. Render customer care services. Attend customer care services. Attend to incoming queries and refer to relevant unit. Provide administrative services during Departmental events relating beneficiaries. Check application status for beneficiaries on HSS. Supervision of staff. Timeously develop employee job description. Manage performance of the employee. Manage sound employment conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Attend to Internal Audit and AGs RFIs and Audit outcomes and findings.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
SALES, TRANSFERS AND ASSETS
Salary Package: R308 154.00 (Level 7)
Ref: DHS52/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/Public Management/Human Settlements/B.Admin/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, public service regularity framework, batho pele principles, government policies and prescripts and performance management. Human Settlements experience will be an added advantage.

DUTIES: Administer immovable asset register. Verify duplications on the assets register. Record movements done to additional or disposals. Capture evaluation values. Liaise with municipalities for valuation rolls not submitted. Administer the transfer of pre-1994 properties to beneficiaries. Process payment claims for conveyancers. Record list of erven transferred on the register. Pre-screen beneficiary list for the Conveyancers appointed by the department. Verify government immovable assets. Liaise with municipalities in the verification process. Request maps and general plans from Surveyor Generals office or municipalities. Conduct physical verification. provide administration support to municipalities on pre-1994 beneficiary administration. Assist beneficiaries with the completion and signing of the deeds of sale. Monitor the signing and processing of the deed of sale forms by delegated municipal official. Monitor the completion and sending of the deed of sale to the departmental appointed conveyancer.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment, email: YolandaS@ecdhs.gov.za

ADMINISTRATIVE OFFICER
INSTITUTIONAL PERFORMANCE AND PROGRAMME EVALUATION
Salary Package: R308 154.00 (Level 7)
Ref: DHS53/02/2025
CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Administration/Public Management/Development Studies/Internal Audit/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and

procedures, information management, government policies and prescripts, public service regularity framework, performance management.

DUTIES: Provie administrative support in the coordination of compliance reports. Confirm the log frame of the Annual Performance an Annual Operational Plans. Verify the correctness of the uploaded reporting matrix on the Organisational Performance Management System (OPMS). Update business processes of the programmes. Remind programmes about the uploading of quarterly reports on OPMS. Edit the draft analysis report from the evidence uploaded OPMS. Print the departmental performance reports. Submit departmental performance reports for approval by the Accounting Officer and Executive Authority. Administer programme performance audits. Make follow ups with directorates pertaining to the memorandum intending to conduct back-end-up audit. Identify findings during the back-end-audit processes. Provide administrative support in Project Level Monitoring. Send reminders to relevant districts about the planned Project Level Monitoring visits. Procure accommodation in preparation for the planned Project Level Monitoring visits in the district. Prepare agenda and organise logistics. Conduct interviews with beneficiaries to verify if they are the rightful owners. Draft report on the outcomes of the Project Level Monitoring visits. Administer programme evaluations. Liaise with the Policy Development unit and identify non-compliance with policy and framework. Circulate the draft appointment letters of evaluation technical groups and steering committees for approval. Collate information in preparation for the development Terms of Reference. Conduct evaluation research. Draft evaluation report.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

COMMUNICATION OFFICER
MEDIA AND COMMUNICATIONS
Salary Package: R308 154.00 (Level 7)
Ref: DHS54/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF Level 6), B. Degree (NQF Level 7) in Public Relations/Journalism/Communication/Social Science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, information management, government policies and prescripts, public service regularity framework, performance management. Must possess a valid driver's licence.

DUTIES: Provide audio visual communication. Record video raw footages of events. Capture high resolutions still images of events. Edit and archive photographs captured. Provide graphic designing. Provide posters, pamphlets, brochures, programs and booklets that confirms to brand manual/style guide. Provide all strategic documents and promotional material designs and layout confirms with brand manual/style guide. Provide videography and photographic services. Provide digital storage. Ensure easy to find footage and photographs archive in systems. High resolution images suitable for use of newsletters (Internal and External). Transfer images after event to social media and media. High quality standard video material suitable for broadcasting. Provide CI management for the department. Provide CI management for the department with reference to branding manual. Branding departmental cars, signage, gear promotional material and stationery. Video editing and knowledge of operating a drone/camera will be an added advantage. Portfolio of evidence of graphic designing and photographs.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

STATE ACCOUNTANT
FINANCIAL MANAGEMENT REPORTING
Salary Package: R308 154.00 (Level 7)
Ref: DHS55/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Financial Management/Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management

DUTIES: Provide relevant information/reports from various divisions. Send reminders to relevant stakeholders. Maintain register of information/reports received. Compile financial statements in the required format. Seek approval from the relevant authority. Administer the working paper file. Collate information relate to expenditure, assets, liabilities and disclosure notes. Obtain source documents supporting expenditure that has been disclosed on the financials. Scan all documents in the working paper file. Administer the evaluation of payment vouchers. Withdraw relevant reports on BAS. Obtain the payments vouchers listed on the BAS report. Capture payment vouchers on the excel spreadsheet. Provide administration and secretarial support services to the Director.

Prepare, consolidate and submit monthly, quarterly progress reports. Receive and record incoming and outgoing correspondence. Attend to enquiries from internal and external stakeholders. Record minutes during the directorate meetings. Arrange travelling and accommodation. Monitor the attendance and leave register. Procure stationery. Records management. Make copies, scan and email documents.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

STATE ACCOUNTANT
FINANCIAL CONTROL
Salary Package: R308 154.00 (Level 7)
Ref: DHS56/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Financial Management/Internal Auditing/Financial Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES: Administer clearance of PMG exception accounts. Monitor bank exception accounts. Monitor bank statement. Liaise with the bank for queries. Monitor bank balances. Administer the clearance of inter-departmental claims. Reconcile inter departmental debts. Compile and send out inter-departmental claims. Make follow up on payment and receipt of claims. Liaise with other government departments. Dispatch claims. Provide administrative support in the compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Record the filed journals. Reconcile accounts. Administer the reconciliation of monthly accounts. Prepare monthly accounts reconciliations. Submit for inclusion in the Treasury instruction note. Clear account to achieve zero balance required by Treasury. File the treasury instruction note. Records managements. File journals passed during the month. File bank statements.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

STATE ACCOUNTANT
SALARY CONTROL AND MANAGEMENT
Salary Package: R308 154.00 (Level 7)
Ref: DHS57/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of human settlements policies and procedures, Information management, government policies and prescripts, public service regularity framework and performance management.

DUTIES: Administer payment of Human Resource Management Services. Receive, verify and capture all salary related payments. Register, record and verify the completeness of housing allowances for rental and homeowners. Recover departmental debts before processing leave gratuity. Open salary files for employees and stores locked in steel cabinets. Capture S & T and fuel allowances due to employees. Reconcile employees expenditure after supplementary run dates. Receive and verify the authenticity of documentation related to appointments, contracts and promotions. Prepare compliance letters for allowances that will be processed as manual payments. File salary files for new appointments within the department. Prepare, compile and capture manual payments for former employees. Prepare, compile and capture Basic Accounting Services (BAS) payments for S & T interview claims attending and professional registration. Control adjusted cost base recall control account accounting and adjusted cost base limit. Draw, analyse reports and investigate to check the balances on the suspense account. Prepare recall/s on the excel spreadsheet. Reconcile the ACB recalls:CA account balance and submit to circular with narrative statement before the 15th of each month. Administer settlement of interdepartmental debts and control salary reversal account. Receive and verify interdepartmental claims from Persal. Record all interdepartmental claims on the interdepartmental register. Reconcile interdepartmental claims. Capture all the interdepartmental claims to BAS. Send payment stubs to the claiming department. Reverse undue payments. Records management. Update excel spreadsheet after run date for filling purposes. File all documents. Archive documents as prescribed by Treasury Regulations.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

PROVISIONING ADMINISTRATION OFFICER
BID ADMINISTRATION
Salary Package: R308 154.00 (Level 7)
Ref: DHS58/02/2025
CENTRE: EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6), (NQF level 7) in Public Management/Public Administration/Supply Chain Management/Purchasing Management/B Admin/Social science or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of procurement procedures, bid administration processes, knowledge of human settlements policies and procedures. Sound knowledge of government policies and prescripts including Treasury Regulations, PFMA, PPPFMA 2022 and other relevant prescripts. Must possess a valid driver's licence.

DUTIES: Provide secretariat support duties to technical bid functional committees. Organise sittings of the bid functional committee meetings. Distribute agenda and minutes to members. Record proceedings of the meeting and take minutes. Administer procurement compliance documents. Compile and prepare compliance reports for bid functional committee. Verify the supplier status on central supplier database (CSD). Compile and update request for quotations (RFQ) register weekly. Upload awards on departmental website and e-procurement portal system. Administer the submission of documents to contracts management. Request returnable documents written on the appointment letter from the service providers. Submit the procurement file of all awarded bids to contract management. Provide general administrative duties. Assist with the administrative duties of the BAC (Bid Accreditation Committee). Safeguard the bid files. Receive and record contract extension from end users. Collate information as per AG/Internal Audit Request for Information (RFI). Retrieve bid files from the strong room (storeroom). Submit information to internal and external stakeholders.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

STATE ACCOUNTANT
INTERNAL CONTROL
Salary Package: R308 154.00 (Level 7)
Ref: DHS59/02/2025
CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6), B. Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting/Commerce or equivalent qualification as recognised by SAQA with 1 to 2 years' experience in the field. Knowledge of standards for accounting practice and ethics, general recognised accounting principles, PFMA and accompanying treasury regulations, public service regulatory framework, information management, knowledge of human settlements policies and procedures, government policies and prescripts and performance management

DUTIES: Verify supply chain management (SCM) related transactions. Check compliance with applicable SCM prescripts. Check the correctness and completeness of source documents. Check compliance of authorizations with delegation framework, conditions and budget availability before issuing of orders. Identify discrepancies in submitted documents and check alignment with policies and procedures. Observe the bid closing process. Report on incidents of non-compliance and irregularities. Verify and analyse the submitted payments claims. Check compliance with the delegated framework and conditions. Verify correctness and completeness of Conditional Grant, general payments and salary related claims. Identify discrepancies and facilitate corrective actions. Provide necessary guidance on applicable limits as per the departmental S&T policy. Provide support during the assessment of irregular, fruitless and wasteful expenditure. Identify, and register irregular, fruitless and wasteful expenditure. Run BAS and HSS reports required for assessment or investigation of irregular expenditure. Verify submitted fruitless and wasteful expenditure register on a monthly basis before reporting, Safeguard face value documents. Keep face value documents in strong room issue face value documents on request by users. Monitor closure of face value documents during financial year end.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

REGISTRY CLERK
ADMINISTRATION SERVICES
SUPPORT TO THE OFFICE OF THE MEC
Salary Package: R216 417.00 (Level 5)
Ref: DHS60/02/2025
CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience.
DUTIES: Provide registry services, attend to clients, handle telephonic and other inquiries received, and receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence, receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing of files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files, operate office machines in relation to the registry function. Undertake spot checks on posts to ensure no private post is included. Lock post in post bags for messengers to deliver to the Post Office. Open and maintain the admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to send via registered post and record the reference number in the register. Filling and tracking internal audit resolutions and that of all oversight structures. Process documents for archiving and/or disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile a list of documents to be archived and submit to the supervisor. Keep records for achieved documents.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

ADMINISTRATIVE CLERK
ANTI-CORRUPTION AND INTEGRITY MANAGEMENT
Salary Package: R216 417.00 (Level 5)
Ref: DHS61/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience.
DUTIES: Provide support in the implementation of the Minimum Anti-Corruption capacity requirements. Procure accommodation for capacity building sessions. Draft and print attendance registers, flyers and notices. Organise venue and confirm the number of attendees. Provide support during the conducting of preliminary investigations on reported cases of fraud and corruption. Source documents and collate information for investigations. Prepare responses acknowledgement letters and close out letters. Manage the flow of documents between the office of the Head of Department and the Unit. Attend to enquiries from internal and external stakeholders. Render clerical support services to the unit. Receive, record and scrutinise all incoming and outgoing correspondence. Procure accommodation and travel arrangements. Prepare attendance registers. Record minutes during meetings. Send out reminders for scheduled unit meetings. Draft memorandums for the procurement of stationery. File documents. Provide support in the administration of reported cases. Capture all the reported cases electronically. Prepare documents needed for the investigation of cases. File investigation documents. Attend to enquiries from internal and external stakeholders.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

RECEPTIONIST
ADMINISTRATIVE SUPPORT SERVICES
Salary Package: R216 417.00 (Level 5)
Ref: DHS62/02/2025
CENTRE: NELSON MANDELA BAY METRO (GQEBERHA)

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience. Knowledge of computer literate, sound organisational skills, good people skills, basic written communication skills, client orientation and customer focus, good communication and telephone etiquette.

DUTIES: Provide receptionist duties. Receive telephonic calls, messages and channels to relevant role players. Welcome, receive and direct clients to relevant role players. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain and control visit register at reception. Administer departmental fleet in the region. Issue of trip authority numbers. Inspection of vehicles. Check logbooks and close off on the 25th of each month. Attend transport meetings. Report faulty vehicles. Provide general admin services. Type letters or other correspondence when required. Provide assistance in admin tasks for the region. Provide general queries from the public.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

ADMINISTRATIVE CLERK
HOUSING SUBSIDY SYSTEMS
Salary Package: R216 417.00 (Level 5)
Ref: DHS63/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience.
DUTIES: Administer invoices and project claims. Receive certified claims/invoices from programs. Verify the availability of supporting documents on claims received and ensure that all the required certification is attached. Verify the availability of project budget and duration of contract on HSS. Administer claims and invoices on Housing Subsidy System (HSS). Draw status report on HSS to check if sites claimed appear on the system and beneficiaries are approved. Capture claims on Housing Subsidy System against the correct payment milestone and classification. Records management of project files. Receive fully signed contracts from Contracts Management. Update index page on project file. File all contracts received on the project file. Retrieve project files required for audit purposes. Administer non-financial data on HSS. Receive project implementation plan (PIP) spreadsheet from project management. Capture non-financial data on HSS. Inform supervisor about errors on PIP.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

REGISTRY CLERK
INFORMATION AND KNOWLEDGE MANAGEMENT
Salary Package: R216 417.00 (Level 5)
Ref: DHS64/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience.
DUTIES: Provide registry counter services. Attend to clients. Handle telephone and other enquiries received. Receive and handle delivery mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and recording management services. Open and close files according to the record classification system. File storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank, post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to delivery to post office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letter franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

SENIOR ACCOUNTING CLERK
REBATES OFFICE
Salary Package: R216 417.00 (Level 5)
Ref: DHS65/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience.
DUTIES: Provide support in the monitoring of tax administration. Complete and file monthly EMP201 before the seventh day of each month. Clear and capture IRP5s accumulations on PERSAL. Collate PERSAL and SARS reports for submission of Annual and Bi-Annual tax reconciliations. Attend to tax related queries. Provide support in the clearing of suspense accounts. Request BAS/PERSAL reports for monitoring of all salary rebates related suspense accounts. Submit signed reconciliations to the Financial Control unit for inclusion in the Provincial Treasury circular. File signed copy of the reconciliations. Administer the reconciliation of BAS and PERSAL expenditure reports. Collate BAS/PERSAL expenditure reports. Submit signed reconciliations to the Financial Control unit for inclusion in the Provincial Treasury circular. File signed copy of the reconciliations. Administer the deduction and distribution services. Capture applicable deductions on PERSAL as per the employees request. Distribute PERSAL reports timeously to respective financial institutions. Distribute payrolls timeously. Record and file documents.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za

DRIVER/MESSENGER
SUPPORT TO THE OFFICE OF THE MEC
Salary Package: R183 279.00 (Level 4)
Ref: DHS66/02/2025
CENTRE: EAST LONDON

REQUIREMENTS: Standard eight (8) with a valid driver's licence with a PDP. Work under pressure and difficult deadlines. Assertiveness and confidence.
DUTIES: Provide messenger services to the MEC office. Collect, distribute and control the movement of documents. Safeguard the documents to be delivered. Collect and deliver mail from and to other institutions. Maintain and update the delivery register. Handle routine and ad-hoc admin tasks relevant to the execution of the functions i.e. collect office consumables. Render driving services. Maintain accurate and up to date schedule trip sheets. Perform daily and post trip vehicle inspection. Report incidents and accidents timeously. Transport employees to their destinations. Provide general vehicle maintenance duties. Keep the vehicle clean for trips. Inform transport officers when the vehicle is due for service or maintenance. Safeguard vehicle equipment. Sign and keep petrol slips safe. Safeguard the petrol card and the vehicle chip. Apply vehicle safety and precautionary measures.
ENQUIRIES: Contact Mrs W. Hartzenberg at 082 893 5947 / Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / MR M. Sangqu 071 606 7842
E-Recruitment enquiries: YolandaS@ecdhs.gov.za