

DEPARTMENT OF HUMAN SETTLEMENTS

NOTE : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 22/19 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT ASSISTANCE: DOH/87/2009**

SALARY : R344 052 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognised 3 year degree / diploma in Town and Regional Planning, Development Planning, Housing, Built Environment or any other relevant degree / diploma. Extensive knowledge and a good understanding of national and international / multi lateral Human Settlement and Housing policies and strategies. Ability to communicate and present human settlement and housing policy to a variety of government and non-governmental forums at all levels. Demonstrable experience in public policy development, Knowledge of the PFMA and experience in financial management; Good writing and excellent presentation skills, Well-developed communication and inter-personal skills, Good verbal and written communication skills. Extensive computer user knowledge and literacy (MS Word, MS Excel, MS Project)

DUTIES : The successful candidate will be expected to perform the following duties: Provide policy interpretation assistance to a variety of stakeholders. Provide policy formulation assistance to other spheres of government. Promote sound human settlement policy through presentation of human settlement and housing policies to a variety of forums. Implement proper financial management and control, as well as other administrative systems.

ENQUIRIES : Ms Namso Baliso, Telephone: 012 421 1672

APPLICATIONS : Basadzi Personnel CC, PO Box 394, Menlyn, 0063.E-mail: responsehandling@basadzi.co.za

FOR ATTENTION : Basadzi Personnel

CLOSING DATE : 12 June 2009

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing.

POST 22/20 : **DEPUTY DIRECTOR: INTER-SPHERE DELIVERY COLLABORATION REF: DOH/83/2009**

SALARY : R344 052 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification in Public Administration and /or Built Environment ,3 years relevant work experience. Well developed co-ordination skills. Knowledge and/or experience of the housing programmes and legislation, Knowledge of budget planning and control, Proven project management skills, presentation and facilitation skills; Good communication, coordination and liaison skills (verbal and written),Strategic thinking capability, financial management skills, good interpersonal skills. Computer literacy and experience. Ability to work under pressure, work long and irregular hours, and meet deadlines. Knowledge and experience of the housing environment and public service at large. Willingness to travel, often at short notice. Valid code 8 driver's licence will be an advantage.

DUTIES : Develop and implement processes and systems to support inter-sphere delivery collaboration. Facilitate and monitor collaborative initiatives between spheres of government. Manage the Directorates resources in accordance to the distribution of powers and functions between spheres of government, identify and manage areas of joint work in housing delivery with other spheres of government. Coordinate and participate in inter-sphere forums. Monitor the performance of spheres of government in housing delivery. Manage the resources and administration duties of the Directorate

ENQUIRIES : Ms Adelaide Mohale, Telephone: 012 421 1659

APPLICATIONS : Basadzi Personnel CC, PO Box 394, Menlyn, 0063.E-mail: responsehandling@basadzi.co.za
FOR ATTENTION : Basadzi Personnel
CLOSING DATE : 12 June 2009
NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing.

POST 22/21 : **CHIEF PLANNER: ENTITIES' PERFORMANCE MONITORING DOH/90/2009**

SALARY : R217 482 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are awaited from computer literate persons who are in possession of a three year Degree or equivalent in Business Administration/Management, Public Management, Economics and Public Administration. Candidates must have Knowledge of Company Law, PFMA, an understanding of the housing sector and the role of housing institutions in the housing delivery value chain. Report writing skills and ability to work under pressure.

DUTIES : The successful candidate will: Evaluate Strategic plans of Housing Institutions and recommend approval to the Minister Monitor and evaluate quarterly and annual performance of housing support institutions against approved Strategic plans Develop appropriate indicators and reporting format for Housing Institutions and align them to strategic plans. Develop and implement a Performance Monitoring Framework Facilitate the review of Housing Institutions operations to ascertain whether they operate in line with approved mandates Enforce compliance of housing institutions with the PFMA and Treasury Regulations Assist in the establishment and rationalization of Housing Institutions as directed by the Minister

ENQUIRIES : Mr Reineth Mgiba, Tel. (012) 421 1749.
APPLICATIONS : National Department of Housing, Private bag X644 1305, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION : Ms N Boqo
CLOSING DATE : 19 June 2009
NOTE : The Applicants who applied previously need not to re-apply again. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing.

POST 22/22 : **ASSISTANT DIRECTOR: HIV AND AIDS & TB MANAGEMENT REF: DOH/89/2009**

SALARY : R174 243 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate Bachelor's degree in Social Work or BA (Hons) Psychology. Registration with South African Council for Social Service Professions or Health Professions Council of South Africa. Appropriate experience in Employee Health & Wellness. Valid Driver's License. Ability to interpret and implement the HIV and AIDS & TB policy and strategy; Counselling Skills; Program design and implementation skills; good presentation skills; well-developed communication skills (verbal and written); programme marketing skills; computer literacy; planning and organizing skills; financial management skills; knowledge and understanding of relevant legislations and their alignment to HIV and AIDS & TB management.

DUTIES : Mainstream HIV and AIDS & TB within the Department and in the Housing Sector; managing the infected and affected employees through treatment, care and support mechanisms such as (conducting on-site counselling; providing professional advice on nutrition and medical treatment); assisting in developing policies and strategies to reduce the impact of the HIV and AIDS & TB epidemic in the workplace; implement the Departmental HIV and AIDS & TB policy; assist in identifying trends that influence the implementation of this policy and strategy; educate staff members on HIV and AIDS & TB and their impact on social, economical and employment aspects; evaluate the implementation of the HIV and AIDS & TB management programme; coordinate the HIV and AIDS & TB Events such as: - World AIDS Days; Condom Week Awareness; Candlelight Commemoration Day; Voluntary Counselling and Testing (VCT) Programme; World TB Day; conduct KPA (Knowledge Attitude & Perception) surveys on HIV and AIDS & TB; coordinate Corporate Social Responsibility Projects through community engagement programmes by identifying and reaching out poor communities on HIV and AIDS TB related matters, such as Hospices, Children' Home; prepare memorandum on HIV and AIDS & TB related activities.

ENQUIRIES : Mr SV Nkosi. Tel: 012 421 1336
APPLICATIONS : National Department of Housing, Private bag X644 1305, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION
CLOSING DATE
NOTE

- : Ms N Boqo
- : 12 June 2009
- : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing.