

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : URS Response Handling, PO Box 11506, Tierpoort, 0056, Application Enquiries: Tel. (012) 811 1900/1,
- CLOSING DATE** : 05 February 2010 (for all posts)
- 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 Human Settlements. If you apply for more than one position in the Department, please submit a separate application form for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a CV, together with certified copies of qualification certificates and your ID/Passport. Applicants must note that further checks will be conducted once he/she is shortlisted and that his/her appointment is subject to positive outcomes on these checks, which include a security clearance and verification of qualification and criminal records. In addition to the above, the applicants must be prepared to travel and work long hours. 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.

MANAGEMENT ECHELON

- POST 03/31** : **DIRECTOR-GENERAL: HUMAN SETTLEMENTS REF: DOHS/10/2010**
(Appointment on a 3 Year Contract)
- SALARY** : All-inclusive remuneration package of R1 203 522 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or equivalent qualification and a strong understanding of Human Settlement Development issues. In addition the successful candidate should have extensive management experience, exceptional ability to innovative thought, vision and drive and strong leadership abilities. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation implementation and monitoring as well as a proven track record of leading Change Management initiatives and applying innovative thinking. Knowledge of the Department's mandate and its relationship with International, National, Provincial, Business and other stakeholders. A thorough knowledge of Government's human settlement policy and related programme. Proven high level liaising and communication ability and highly developed negotiations skills.
- DUTIES** : The successful candidate will be the Accounting Officer of the Department. • He/she will provide leadership and high-level strategic direction for the Department. • Provide support to provincial departments and leadership within clusters • Manage the entire budget of the Department and account to the Minister and Parliament on the allocation and utilization of funds • Manage the Department in compliance with the law, prescripts and within the budget • Manage the Department effectively by ensuring that the maximum potential of all staff is achieved • Responsive to the Minister's policy, information and support requirements • Responsible for managing the Department's operational performance and to manage all resources efficiently and effectively. Implementation of the Minimum Information Security Standards (MISS) and the overall accountability for security and strategic management of the Department.
- ENQUIRIES** : Ms Y Mbane Tel: (012) 421 1359
- NOTE** : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.

<u>POST 03/32</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CHIEF OF OPERATIONS REF: DOHS/11/2010</u>
<u>SALARY</u>	:	All-inclusive remuneration package of R921 054.00 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must have an appropriate three-year Bachelor's degree/ National diploma or equivalent qualification plus proven relevant experience. Proven strategic management and planning abilities as well as administrative and organisational skills • Experience in international co-operation and interdepartmental relations • The ability to maintain sound interpersonal relations • Knowledge of administrative procedures applicable to the Public Service • In depth knowledge of the Housing environment pertaining specifically to the development of housing legislation and policies. • He/she must have clear understanding of the political, socio-economic environment and unwavering commitment to customer care • Refined knowledge and understanding of intergovernmental relations • proven skills in both written and verbal communication at a high level will be strong recommendations. • Understanding of broader transformation issues • Knowledge of government finances and the PFMA would be to the applicant's advantage • Ability to work under pressure
<u>DUTIES</u>	:	The successful candidate will be responsible for: • Provision of operational oversight required to ensure overall Organizational strategic direction and performance. • Organisational performance and excellence, through coordination of the strategic and business planning process to ensure internal alignment linkages and integration. • To develop, maintain and leverage international relations in support of the Department's delivery strategy. • To leverage the Department's Housing Institutions to accelerate housing delivery and mobilise funding. • Facilitate coordination at the highest level of the three spheres of Government. • Driving the implementation of the Breaking New Ground Strategy.
<u>ENQUIRIES NOTE</u>	:	Ms N Letsholonyane Tel: (012) 421 1610 Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.
<u>POST 03/33</u>	:	<u>CHIEF DIRECTOR: EXECUTIVE SUPPORT REF: DOHS/12/2010</u> Office of the Director-General
<u>SALARY</u>	:	All-inclusive remuneration package of R746 181 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must have an appropriate three-year Bachelor's degree/ National diploma or equivalent qualification. Proven relevant managerial experience. Good communication skills (verbal and written), and computer literacy are essential requirements. Proven managerial abilities as well as administrative and organisational skills. In addition, applicants must have: • The ability to maintain sound interpersonal relations • Knowledge of administrative procedures, the PFMA and Treasury Regulations applicable to the Public Service • A driver's licence (code 8). Note: Applicants must be prepared to perform sessional duty in Cape Town and work long and irregular hours.
<u>DUTIES</u>	:	The successful candidate will • Maintain and establish efficient administrative systems on how to co-ordinate work in the Office of the Director-General • Overall management of the Office of the Director-General • Organise and plan meetings and recording the proceedings of some of the meetings as directed • Co-ordinate and expedite follow-up work as may be required • Conduct personal liaison with heads of provincial and national departments on functional matters • Advise the Director-General on pertinent administrative issues • Draft responses to some of the correspondence addressed to the Director-General • Handle the more complicated telephonic enquiries • Develop and implement and manage all engagements in the international programmes of the Ministry and the Department • Manage the developments and implantation of all continental and regional programmes • Manage the development, implementation and monitoring

of the departmental strategic and performance plans • Manage budget of the office of the Director-General. • Advise the managers in the Department on correct and timely responses • Handle cabinet memoranda and correspondence • Develop document tracking system • Co-ordinate administration throughout the Director-General's office • Management of personnel in the Office of the Director-General including performance assessment • Produce quarterly reports • Management of assets of the office of the Director-General.

ENQUIRIES : Mr CH Deacon TEL: (012) 421-1377
NOTE : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.

POST 03/34 : **DIRECTOR: STAKEHOLDER ENGAGEMENTS/COLLABORATIONS REF: DOHS/08/2010**

SALARY : All-inclusive remuneration package of R615 633 per annum. The package includes a basic salary (60% of package), State's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion that may be structured in terms of specific guidelines.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a 3 year construction Business/Economics degree with extensive working experience at management level. A valid code 8 driver's licence. Practical knowledge of the construction/ development sector; Ability to function under pressure; Planning and organising skills; Excellent management and facilitation skills; Project management skills; Sound interpersonal and fund raising skills; Participative; Adaptable; confident; Patient; Strategic management and policy formulation skills.

DUTIES : Manage the implementation of the Department's guidelines of collaborating with stakeholders. Manage and co-ordinate departmental projects in collaboration with sector stakeholder. Provide implementation support to provincial and local government programmes and projects. Oversee the activities of the directorate, management of personnel performance, contribution to the annual budget processes, and monitor expenditure.

ENQUIRIES : Mr W Jiyana. Tel (012) 421-1780
NOTE : Shortlisted candidates will be subjected to a competency assessment test. The successful candidate will be required to enter into a performance agreement and to sign an employment contract within 3 months after assumption of duty and disclose all financial interests within 3 months after assumption of duty.

OTHER POSTS

POST 03/35 : **DEPUTY DIRECTOR: WOMEN IN HOUSING MOBILISATION REF: DOHS/09/2010**

SALARY : R448 521 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelors degree or equivalent qualification in The Social Sciences or Business management. A valid code 8 driver's licence. Policy development and analysis skills; Knowledge of transformation and equity issues; excellent communication (written/verbal) and presentation skills, Monitoring and evaluation skills, Stress management, liaison and coordination and business management skills.

DUTIES : Provide support in the development and documenting of guidelines to determine the programme charter for women in housing; Support and coordinate the national women in housing forum; Provide input on women empowerment at forums; Report on access to equity by women groups in socioeconomic benefits of structured BEE deals; and Coordinate and support house build initiatives.

ENQUIRIES : Ms Seitsho Rammutla 012 421 1341

POST 03/36 : **DEPUTY DIRECTOR: ANTI-CORRUPTION ANALYSIS AND MEASURES REF: DOHS/07/2010**

SALARY : R448 521 per annum (All inclusive salary package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	Recognised three year degree/ diploma or equivalent qualification but a combination of education and experience related to the essential duties and responsibilities of the position is required. Technical experience and expertise; strong communication, project management and report writing skills. Understanding of information systems security; general database concepts; document management; hardware and software troubleshooting; electronic mail systems, such GroupWise; Microsoft Office applications; and computer forensic tools, Access Data, Analyst notebook or similar tools. Valid driver's licence. Knowledge of various pieces of key legislation aimed at rooting out Corruption, Public Service Anti-Corruption Strategy and Fraud Prevention Framework. The ability to manage multiple projects, maintain confidentiality and to work extremely well under pressure while maintaining a professional image is critical.
<u>DUTIES</u>	:	Responsibilities: Include the following, although other duties may be assigned by the Chief Director and the Director: Overall management of the Analytical and Prevention Sub-Directorate Perform data analysis activities using technical expertise and mitigate risk emanating from investigations that fall within Forensic Data Analysis Liaise with PSC on hotline reports, as well as other agencies such as Special Investigating Unit and South African Police Services. Monitor the implementation of the Department of Human Settlements Anti-Corruption Strategy Manage Anti-Corruption Information System for the Department Conduct trend analysis on fraud and corruption in the Department of Human Settlements and advise management on possible interventions Adhere to industry and legislative standards Co-ordinate and conduct Anti-Corruption Awareness workshops Report on corruption and fraud risk in the Department of Human Settlements.
<u>ENQUIRIES</u>	:	Ms Z Xesibe (012) 421 1641
<u>POST 03/37</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING REF: DOHS/06/2010</u> Job Purpose: To manage the monitoring and evaluation of the performance of the organisation in line with the organisational objectives and performance measures as well as providing necessary support to programmes with regard to organisational performance monitoring.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R448 521 per annum (All inclusive salary package) Pretoria
<u>DUTIES</u>	:	Applicants must be in a possession of an appropriate recognised Bachelor's degree or equivalent qualification PLUS sufficient management experience in the field of performance monitoring and evaluation. Knowledge of risk management will be an added advantage. At least five years management experience. Knowledge and understanding of the relevant Public Service legislative framework. Broad knowledge of Government development objectives, advanced performance monitoring, project / management, problem solving and analytical skills, negotiation, presentation and facilitation skills, good communication, coordination and liaison skills (verbal and written), strategic capability, financial management and interpersonal skills, extensive computer knowledge and experience, ability to work under pressure and meet deadlines Key Responsibilities: Monitor the execution of business plans in line with the organisational objectives and performance measures. Manage the consolidation and submission of organisational performance reports. Analyse performance reports and submit performance evaluation reports for consideration by the Accounting Officer. Facilitate performance review sessions as and when required. Develop and manage the implementation of Organisational performance monitoring tools, policy and framework. Facilitate capacity building sessions on Organisational performance monitoring Manage unit's resources.
<u>ENQUIRIES</u>	:	Mr. M. Moerane (012) 421 1363
<u>POST 03/38</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC SUPPORT AND CO-ORDINATION REF: DOHS/05/2010</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R448 521 per annum (All inclusive package) Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognized Bachelor's degree or equivalent qualification. The following will serve as recommendations: Proven planning and technical ability. Well developed interpersonal, communication and problem solving skills. Well developed co-ordination, project

management and strategic planning skills. Knowledge and/or experience of the housing environment. Innovation and creativity. Intermediate computer skills.

DUTIES : Provide planning and performance monitoring technical support and guidance to the Departmental Branches on the utilisation of the Human Settlements planning and performance Monitoring Framework, formats and templates as a strategic support function. Align and validate SMS performance agreements to the strategic and operational plans Collate and Consolidate reports and plans for the Branches. Coordinate Branch review sessions Oversee the capturing of approved Strategic and Performance plans on the portal Follow-up on recommendations on matters pertaining to strategic organisational issues Verify the alignment of individual performance assessment reports against programme/sub-programme reports Manage the resources of the Strategic Coordination and Support Unit

ENQUIRIES : Mr. M. Lelosa (012) 421 1686

POST 03/39 : **DEPUTY DIRECTOR: MONITORING REF: DOHS/04/2010**

SALARY : R378 456 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography. Experience in Monitoring and Evaluation Knowledge of Monitoring and Evaluation systems and processes. Strong strategic capability and leadership, interpersonal, financial and people management skills. A valid drivers' license. Information management skills. Knowledge of statistical analysis packages SPSS, SAS etc. Advanced knowledge of Excel package, Programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.

DUTIES : Manage the monitoring of the implementation and performance of the National Housing Policies and programmes against set targets and approved guidelines. Manage the implementation of the monitoring and evaluation strategy on all three tiers of Government strategy. Manage the monitoring of occupancy audits, Manage the tracking of construction processes against set norms and standards. Manage the sub-directorate.

ENQUIRIES : Ms Martie vd Berg (012) 421 1773

POST 03/40 : **CHIEF PLANNER: MONITORING 2 POSTS REF: DOHS/03/2010**

SALARY : R217 482 per annum.
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a three year degree or equivalent qualification in Social Sciences/ Statistics/ Demography. A valid drivers' license. The following will be an added advantage: Good interpersonal, planning, organizing and co-ordination skills. Knowledge of Monitoring and Evaluation Systems and Processes. Information Management skills, Knowledge of Statistics Analysis Packages SPSS, SAS etc. Advanced knowledge of Excel package, programme evaluation, database management, research and strong report writing skills as well as knowledge of Government's housing policies and programmes.

DUTIES : Monitor the planning, implementation and performance of National Housing Policies and Programmes against set targets and approved guidelines. Implement the monitoring strategy, Monitor occupancy audits. Track construction processes against set norms and standards.

ENQUIRIES : Ms M van den Berg. Tel: 012 421 1773