

**DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS** : Human Communications, P O Box 1793, Rivonia, 2128, E-mail: [genevieve@humancommunications.co.za](mailto:genevieve@humancommunications.co.za) or Hand delivered to 3 Autumn road, Rivonia, 2128.

**FOR ATTENTION** : Human Communications

**CLOSING DATE** : 12 February 2010

**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.

**MANAGEMENT ECHELON**

**POST 04/20** : **DIRECTOR: SPECIAL INVESTIGATION REF: DOHS/18/2010**

**SALARY** : R615 633 per annum (all inclusive package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must have an appropriate three-year BCom degree or Equivalent qualification with a higher diploma in Forensic Investigations with at least 5 years experience in practical special investigations/forensic investigations. The following will fare as strong recommendations: A good track record of special investigations/forensic investigations, A strategic thinker who is able to work with individuals and teams both at operational and executive levels, Ability to analyse and synchronize information. Extensive knowledge of the public finance management systems and relevant legislation. Good liaison and communication skills (verbal and written), good project management skills, Innovative and customer orientated. Action orientated and result driven. The candidate will be subjected to security clearance and should be willing to travel.

**DUTIES** : The Director will be responsible for the execution and management of investigations of fraud, corruption and mal- administration. Provide the necessary capacity for investigations, including misconduct cases where disciplinary issues are involved. Investigate the financial and human capital operations of the Department. Analyse information and draft reports where needed for advice to management. Prepare information for use in disciplinary, criminal or civil court cases for the Department. Manage special investigations and any other forensic investigations. Coordinate information dissemination and fraud and corruption awareness campaigns. Management of the operational and budget plan of the directorate. Management and development of staff in the directorate. The incumbent will be reporting to the Chief Director. The Directorate will be responsible for inter alia, the following investigations: Improper or unlawful conduct by employees, Unlawful appropriation or expenditure of public funds or assets of the department, Unlawful, irregular or unauthorised transaction, measures or practices having a bear-up on the departments assets, negligent loss of public funds ordamage to public property, Alleged cases of mal administration. Investigation of fraud and corruption in the implementation of National Housing programmes, The Directorate will liaise with the National Prosecution Authority, (NPA), SAPS, Scorpions. Visit Provinces and deal with illegal occupation of houses, review of procedures and processes to eradicate and expose fraud, corruption and maladministration. Applicants must be prepared to work long and irregular hours.

**ENQUIRIES** : Ms K Gaesale 012 421 1691

**NOTE** : Short-listed candidates will be subject to a competency assessment test. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose all financial interests within three months of assumption of duty.

## OTHER POSTS

- POST 04/21** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF: DOHS/15/2010**  
Re-Advertisement, Applicants who have applied for this position before need not to re-apply as their applications will be considered
- SALARY** : R448 521 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Bachelor's degree or equivalent qualification preferably in Risk Management/Internal Auditing plus exposure to government/public sector at middle management level. Minimum of five years experience in Risk Management of which two years should be on supervisory/ management position. Knowledge of Public Finance Management Act, Treasury regulations, Corporate Governance and Risk Management Framework (COSO). Knowledge of Risk Management software and membership with Risk Management and/or Auditing Professional body will be an added advantage. A valid driver's licence. Project Management Skills, Computer skills, Good communication (written and verbal) and liaison skills, Facilitation and Presentation skills Planning and organising skills, Customer Care skills, Analytical Skills, Monitoring and evaluation skills, Policy development and implementation skills, Problem solving skills, Coordination skills, Strategic capability and leadership skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills. Ability to work independently. Ability to work under pressure and travel frequently.
- DUTIES** : Key Responsibilities: Planning for strategic and operational risk assessment, Assist in linking risk management process with department's objectives and business plans, Assist in embedding risk management process throughout the organization by assigning responsibility and accountability for risk across processes, divisions and strategic functions, Assist in developing and roll out of ongoing risk management awareness programme throughout the department, Consultation with stakeholders within the areas of responsibility to ensure identification and management of risks, Facilitate operational risk assessment process (identification, analysis and rating of risks) within the department as per Departmental Risk management Framework. Assist during the facilitation of strategic risk assessment. Keep records of risk profiles and related action plans of all branches within the Department. Provide advice to management on issues relating to risk management. Assist in project risk analysis and evaluation of various projects. Monitor and evaluate the Departmental Risk profiles and related action plans and reporting. Analysis of risk management reports from the risk owners/DDG's and reporting. Render administrative support to Risk Management Committee(RMC) and coordinate RMC meetings. Assist in compiling quarterly reports to the Departmental Risk Management Committee and Audit Committee. Risk reporting and Information Management. Mentoring, coaching and supervision of subordinates within the Sub-Directorate. Manage financial and human resources within the Sub-Directorate.
- ENQUIRIES** : Ms. T Mthembu on 012 421 1578.
- POST 04/22** : **DEPUTY DIRECTOR: PERFORMANCE AUDIT REF: DOHS/16/2010**  
Re-Advertisement, Applicants who have applied for this position before need not to re-apply as their applications will be considered.
- SALARY** : R448 521 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of A recognised three year tertiary qualification in Internal Auditing / Auditing and Financial Accounting, Member of Institute of Internal Audit (IIA). Certified Internal Auditor (CIA) or studying towards CIA or any relevant professional Qualification, A Minimum of five years experience in performance auditing of which two should be on supervisory/ management position. Relevant experience in performance in audit should be clearly indicated on the CV. Knowledge of Public Finance Management Act, Treasury Regulations and General Accepted Accounting Practices, Good understanding of the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing and Code of Ethics. Ability to work independently and under pressure, Good written and verbal communication. Good Interpersonal relations. Analytical skills, Problem solving. Computer literacy, Ability to use the audit working paper tool (added advantage Teammate) and knowledge of Audit

- Command Language (ACL), Willingness to travel when required, A valid drivers licence, Planning and Organising.
- DUTIES** : Provide leadership direction to sub-ordinate by providing guidance and coaching, Develop the three year rolling strategic plan and operational plans, Implementing the directorate strategic plan and initiatives, Manage, co-ordinate and monitor internal audit project as per the approved three year rolling strategic plan and operational plan. Develop project plan for execution of operational plan. Determine resources requirement to achieve engagement objectives, Overall management including financial management, and human resource management ,Planning and co-ordination of work within the sub-programme, Compiling comprehensive audit reports for presentation to client management and also present the oral or written presentations to management on outcomes of audit. Conduct performance evaluation and identify training requirement for staff, Liaise with other government departments and relevant stakeholders, Quarterly reporting to the audit committee, Manage staff compliance to the institute of internal auditors, standards and code ethics. Compile quarterly performance report for the unit, Manage the provision of support to other assurance service providers to prevent duplication of efforts.
- ENQUIRIES** : Mr. T Mashabane Tel: (012) 421-1414
- POST 04/23** : **DEPUTY DIRECTOR: PROVINCIAL BUSINESS PLAN REF: DOHS/19/2010**
- SALARY** : R378 456 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree in Public management, or Human Resources management, or Organisational Development with a minimum of three years experience in Capacity development or related field; A valid drivers license; Sound knowledge of Housing legislation, housing institution, Human Resources Development strategy and other related public service legislations; Understanding of Knowledge management, Change management, Skills development and Organisational development; Planning skills, Communication skills, Facilitation skills, and People management skills, Research and Report writing skills, Budgeting and Financial management skills.
- DUTIES** : Develop and implement guidelines to assist Provinces to develop Capacity development Business plans; Support the implementation of Provincial Capacity development Business Plans; Assist Provinces to obtain additional funding from Private sectors for the implementation of the Capacity development Business Plans; Manage resources of the Sub-directorate; Compile Monthly and Quarterly reports.
- ENQUIRIES** : Mr T Ramovha (012) 421- 1559.
- 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.
- POST 04/24** : **SENIOR LEGAL ADMINISTRATION OFFICER REF: DOHS/17/2010**  
 Directorate; Housing Framework Legislation
- SALARY** : OSD Range R 242 253 – R 588 816 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicant must be in possession of an appropriate legal Qualification (LLB or Equivalent), a legislative drafting qualification together with good managerial, interpersonal and drafting skills. Applicants Must at least have 8 years relevant legal experience. Sound knowledge and experience in the drafting of legislation and the process followed when processing Bills through the Parliamentary process. A good knowledge of the human settlements environment and human settlement legislation and policies would be a recommendation. Must have a good command of the English language and good computer literacy. Knowledge of the specific alignment of legislation and regulations is an essential requirement. The ability to manage, train subordinates and work in a team is essential. The ability to work with the minimum of supervision is a further requirement. Applicants must be prepared to travel.
- DUTIES** : The successful candidate will head Sub-Directorate: Legislative Drafting which is responsible for the drafting of primary and secondary legislation. In addition he/she will be required to liaise closely with the provinces where the implementation of housing policy and legislation takes place. Provision of legal

advice on the interpretation/application of legislation administered by the Department.

**ENQUIRIES** : Mr K Ngwenya 012 421 1629

**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.

**POST 04/25** : **ASSISTANT DIRECTOR: SPECIAL INVESTIGATION REF: DOHS/14/2010**

**SALARY** : R 240 318 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of Bcom degree/ diploma in Forensic Investigations or equivalent qualification, Must possess strong communication (written and oral) skills and strong human relations skills, Technical expertise; project management and report writing skills are required. Experience in the field of investigations (internal and external) is required. Must understand the principles of supervision and training. Effective mediation and conflict resolution skills. Knowledge of various pieces of key legislation aimed at rooting out Corruption, Public Service Anti-Corruption Strategy and Fraud Prevention Framework. The ability to maintain confidentiality and to work extremely well under pressure while maintaining a professional image is critical. Valid driver's licence.

**DUTIES** : Include the following, although other duties may be assigned: Overall management of the case management system, Management of all investigation and maintain clear and accurate records of all cases pre and post investigation. Analyse complaints and make recommendations on steps to be taken. Supervision of other staff members and review reports submitted by assigned members of the team, Co-ordination of stakeholder relations, Preparation of timely and accurate reports, Develop and conduct staff training on Preventing and Combating of Corrupt Activities Act 12 of 2004 when necessary, Assist the Deputy Director in the execution of his/her duties, Liaise with PSC on hotline reports, as well as other agencies such as Special Investigating Unit and South African Police Services. 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.

**ENQUIRIES** : Ms Z Xesibe (012) 421 1641

**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.