

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS FOR ATTENTION : URS Response Handling, PO Box 11506, Tierpoort, 0056. Tel: 012 811 1900/1
CLOSING DATE : Ms N Boqo
 : 26 March 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. 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.

OTHER POSTS

POST 10/11 : **ASSISTANT DIRECTOR: CHANGE, EE, BATHO PELE AND SPECIAL PROGRAMMES REF NO: DOHS/31/2010**

SALARY CENTRE REQUIREMENTS : R192 540 per annum.
 : Pretoria
 : An appropriate Bachelor's degree in Social Science or Law plus extensive experience in Organizational Transformation. Knowledge of Public Service Regulations, Public Service Act, Employment Equity, Labour Relations Act and relevant policies. Analytical and system thinking. Facilitation and communication skills. Problem-solving and decision-making skills. Knowledge of change management; Employment Equity; Batho Pele and Organizational special programmes. Well developed communication skills (verbal and written). Manage organizational transformation issues. Knowledge of computer programmes.

DUTIES : Develop mainstreaming guidelines on the organizational transformation special Programmes; Facilitate the implementation of organizational change management programme; Coordinate the implementation of an Employment Equity plan implementation strategy; Compile an annual Employment Equity report and submit to the Department of Labour; Coordinate the implementation of organizational Batho Pele revitalization programme. Coordinate the implementation of the Departmental JobAccess Strategy and Disability Management programme. Coordinate the implementation of the organizational Service Delivery Improvement Plan.

ENQUIRIES : Mr SV Nkosi , Telephone: 012 421 1336

POST 10/12 : **SENIOR PERSONNEL OFFICER GRADE III (HRD) REF NO: DOHS/30/2010**

SALARY CENTRE REQUIREMENTS : R105 645 per annum
 : Pretoria
 : Applicants must be in possession of a Senior Certificate or equivalent qualification. The successful candidate must have sound knowledge of Human Resources Development, Public Service Act, Public Service Regulations, Skills Development Act, Skills Development Levies Act, SAQA Regulations and HR practices. Good communication skills (written and verbal), facilitation skills, administration skills and computer literacy are essential.

DUTIES : The successful candidate will be responsible for normal HR practices which will include inter alia: Training and Development, Induction Course, ABET, Study Aid, Data Capturing, Learnerships and Internships, Arrangement of Venues. The successful candidate will also be responsible for rendering the overall Administration function for the Sub-Directorate: Human Resources Development.

ENQUIRIES : Mr J Mkhize , Telephone: 012 421 1663