

## DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag x644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Mr Abel Mositsa, Tel 012 444 9120
- CLOSING DATE** : 12 February 2017
- 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. 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 qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

## OTHER POSTS

- POST 01/05** : **CHIEF TOWN AND REGIONAL PLANNER, GRADE A REF NO: DOHS/65/2016**  
3 year contract  
Directorate: Programme Planning
- SALARY** : R750 984 – R858 672.00 per annum (All inclusive package) (Appointment will be based on years of experience gained after registration based on the applicable Occupational Specific Dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have a B degree in Urban/ Town and Regional Planning or relevant qualification. Six years post qualification professional experience required. Valid driver's license. Compulsory registration with SACPLAN. Applicant must also be competent in the following: Programme and project management, T & R principals and methodologies, research and development, computer-aided applications, T & R knowledge of legal compliance, creating high performance culture, technical consulting, and professional judgment. Applicants must display the following generic competencies: good decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication skills, computer literacy, delegation and development of others, planning and execution, ability to manage conflict, problem solving and analysis, insight, people management skills, change management
- DUTIES** : The successful candidate will be responsible for: future forecasting (which will include: Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meeting the needs of expansion and renewal; lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning; lead and manage the application of town and regional planning principals in land development, provide technical assistance to professional teams on all aspects

regarding town and regional planning projects; ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; formulated and interpret planning legislation, guidelines, policies and regulations; management site clearance standards as agreed with Project managers, Planning and design of sustainable human settlements; compilation of spatial development frameworks (SDF) (as part of the IDP processes). Financial Management: Ensure the availability and management of funds to meet the MTEF objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principals; allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; GOVERNANCE: Allocate, monitor and control resources; compile risk logs and management significant risks according to sound risk management practice and organizational requirements; manage and implement knowledge sharing initiatives eg: short-terms assignments and secondments within and across operations; People Management: manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base according to the organizational needs and requirements; manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms. N Nortman, Tel no (012) 444 9115
- NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/06** : **DEPUTY DIRECTOR INTERNAL CONTROL REF NO: DOHS/78/2016**  
3 Year Contract)  
Chief Director: Financial Management
- SALARY** : R618 601 (level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a recognised three year tertiary qualification in Accounting / Financial / Administration / Auditing Management or related fields; 3 years appropriate experience in Government financial, -management, -administration and -auditing. At least 5 years Management experience in a finance environment will be added as an advantage. Proven extensive experience and exposure to Governmental financial reporting practices, audit and internal control processes and procedures, management reporting, departmental objectives and business processes. The incumbent's skills should include: Planning and organizing, problem solving, interpersonal and diplomacy, Ability to gather relevant Information. Ability to work within specific timeframes and under pressure, Report writing, Management, Numeric, Computer literate, Creative, Dedicated, Approachable, Hard-working, Trustworthy, Analytical thinking, Results Orientation, Managing Technical / Procedural Adherence. Attention to detail. Ability to communicate at all levels (written, verbal and presentation), as well as to act independently and objectively in the interest of the institution
- DUTIES** : Administer the Human Settlements Grants in line with the relevant prescripts; Monitor compliance to the Public Finance Management Act (PFMA,) and Division of Revenue Act (DoRA) by Provinces and Metropolitan Municipalities. Assist with the preparation of payments to Provinces and Metropolitan Municipalities for the allocations to be traced in line with the approved payment schedules; Assist with the analysis of both the monthly and quarterly reports and prepare reports for Top Management; Identify gaps and recommend measures to be put in place to address such gaps; Assist with the evaluation of financial performance of Provinces and Metropolitan Municipalities annually and submit such reports to National Treasury in terms of the Act; Provide inputs and consolidates inputs from relevant stakeholders to DoRA and grant framework(s). Conduct the oversight visits on a quarterly basis to verify performance reported; Assist in the preparation of grants analysis reports as well as presentations for forums such as Executive Management Team (EMT), Minister and Top Management (MinTop), Technical MinMec and Implementation Forum as well as in Mec. Prepare a payment schedule and submit such to National Treasury for approval; Ensure that there is an effective

monitoring tool to monitor performance of the grant and its impact on the poor households

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.

**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/07** : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/51/2016**  
3 Year Contract

Purpose: The Directorate: Special Investigations provides internal capacity as required by the Public Service Anti-Corruption Strategy and the Comprehensive Plan for the Development of Sustainable Human Settlements to the Department of Human Settlements for the management of anti-corruption initiatives undertaken by the department. The department is seeking to employ a Deputy Director reporting to the Director: Special Investigations.

**SALARY** : R612 822.00 per annum (All inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : At least an appropriate three-year degree in the law, policing or national diploma in forensic investigations. A minimum of three years of managerial experience. Extensive knowledge and experience in forensic investigations. Extensive knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as the Public Service Anti-Corruption Strategy, etc. Proficiency in verbal and written communication, as well as presentation skills. Policy analysis, formulation and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.

**DUTIES** : Performing leadership functions such as giving guidance to subordinates The managing of the conducting of and reporting on investigations into allegations of fraud, corruption and mal-administration. The conducting of investigations in respect of specific/identified cases of fraud, corruption and maladministration and reporting on findings. The establishing, managing and coordinating anti-corruption initiatives. Compiling memoranda and reports/ submissions Assist the Director with general management of the activities in the Directorate. Liaising with other government Departments and relevant stakeholders in respect of anti-corruption initiatives undertaken by the Department in the implementation of the National Housing programmes. Interpreting and applying directives, policies and legislation such as the Prevention and Combating of Corrupt Activities Act, 2004. Implementing the Directorate's Strategic Plan and initiatives. Provide support for overall management including financial management, planning and coordination of the work of the Directorate. Give evidence at hearings on investigations conducted by the Department. Performing other duties assigned by the Director from time to time.

**ENQUIRIES** : Mr J Sebola TEL: (012) 444 9114

**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/08** : **DEPUTY DIRECTOR: PUBLIC INFORMATION REF NO: DOHS/55/2016**  
3 Years Contract  
Chief Directorate: Communication

**SALARY** : R612 822.00 per annum (all inclusive salary package).

**CENTRE** : Pretoria

**REQUIREMENTS** : Applications are invited from persons holding a Bachelor's degree or National Diploma with Communication Science or Public Relations as major subjects. A four (4) to six (6) years' experience within the public sector of which two (2) to three (3) years should be a managerial level. Knowledge and understanding of the Human Settlements legislative frameworks. Programme and project management; monitoring and evaluation and governance and advanced administration experience. Have the ability to coordination and intergovernmental relations and an understanding of Local Government and Provincial spheres of government. Knowledge of Human Settlements policies and programmes. Experience in public relations/ communication will be a strong recommendation. Good managerial skills and the ability to work under pressure and produce results will be an added advantage. Good writing, verbal and editing skills, computer literacy and good analytical skills. The ideal candidate must have stakeholder management and communication skills, communication n research and analysis skills, public speaking and presentation skills. Knowledge and understanding of Change Management, Service Delivery Innovation, Financial Management, Public Service Regulation and PFMA and Treasury Regulations. Driver's licence is essential.

**DUTIES** : The successful candidate will be responsible to develop and implement public information plan. Manage the departmental outreach programmes. Create public awareness on departmental programmes. Manage the Departmental distribution strategy and plan. Manage the administration of the Sub-Directorate.

**ENQUIRIES** : Mr J Sebola TEL (012) 444 9114.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST: 01/09** : **DEPUTY DIRECTOR: CORPORATE FUNCTION MANAGEMENT REF NO: DOHS/56/2016**  
3 Years Contract  
Chief Directorate: Communication

**SALARY** : R612 822.00 per annum (all inclusive salary package).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate three (3) year Bachelor's degree or National Diploma in Events Management, Marketing or communication or equivalent; 3 years management experience; An effective communicator (verbal and written); An understanding of the human settlement sector; Certified protocol officer or working knowledge of protocol; Customer orientation, diplomacy and good interpersonal skills; Ability to negotiate and resolve conflicts; A sound understanding of the political situation in the country; Highly motivated and energized; Computer literacy (Word, Excel and Power Point); Networking ability and report-writing skills; A good understanding of Batho Pele Principals; A good understanding of government Legislative Framework; especially the PFMA; Ability to liaise and communicate with various levels of Government; Preparedness to work long and irregular hours away from base; Valid driver's license.

**DUTIES** : Plan, organize and manage corporate functions/ events for the Department; Develop, implement and manage a project management action plan for each function or event (from conceptualization – planning – conclusion (report writing); Manage the resources of the Department inclusive of people and budget; Contribute to the development of chief Directorate's strategic and Operational Plans; Manage and oversee the work of external service providers, including negotiating better deals for the Department; Manage ad hoc requisitions from other units of the Departments, especially from the Office of the Director-General and Ministry.

**ENQUIRIES** : Mr J Sebola TEL (012) 444 9114.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/10** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOHS/59/2016**  
3 Year Contract  
Chief Directorate: Human Resources

**SALARY** : R612 822.00 per annum (all inclusive salary package).  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate recognised Bachelor's degree/ National Diploma in Human Resource Management or equivalent qualification, with a minimum of three years managerial experience; Knowledge of Public Service Human Resources processes and systems, the PERSAL System. Understanding and application of legislation frameworks that are governing the Human Resource in the Public Service and other employment legislations. Good interpersonal, communication skills; display professional conduct as required from Human Resource Managers in the Public Service, leadership and team player, understanding of PILIR policy and procedure, ability to understand and implement an integrated approach towards human resources; Management Capabilities; and Computer literacy.

**DUTIES** : Interpret, implement, and maintain Human Resource policies and strategy; define and analyse the context of Human Resource Management Policy, Provide advice and guidance to line managers and external Human Resource stakeholders; Facilitate the implementation of changes in service benefits and conditions of service in the Public Service; coordinate the recruitment and selection process to ensure optimum capacity requirements in the department. Promote effective and efficient service delivery in the Human Resources of the department. Quality assurance of all documents, statistics, and PERSAL transactions before sign off/ authorize. Identify skills gap, training need and empowerment interventions. Identify critical Human Resource issues in a

department and adjust a departmental plan to address unforeseen challenges. Promote compliance and effective management of benefits, compensation, and records management. Develop Human Resource systems and procedures for conditions of service, remuneration, and service benefits. Ensure updated, maintenance and establishment control. Identify, negotiate and maintain relationships with recruitment agencies. Manage Human Resource Administration ad hoc projects. Manage PERSAL system as a PERSAL Controller of the Department. Manage Human Resource Information system. Ensure the effective, efficient, and transparent utilization of departmental resources. Foster a good relationship with government departments and other external stakeholders. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of service and the administration of Human Resources, and Finance in the department. Facilitate and manage service level agreement between the Department of Human Settlements and the service provider. Maintain sound employee relation, and professional ethics in Human Resources. Identify, manage and eliminate Human Resource Administration risks and threats. Performance management, training and development of the subordinates in the Sub-directorate.

**ENQUIRIES**  
**NOTE**

: Mr MC Ramalepe (012) 444 9113.  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/11**

: **DEPUTY DIRECTOR: IT SECURITY AND RISK MANAGEMENT REF NO: DOHS/63/2016**  
3 Yearcontract  
Directorate: Information Technology Infrastructure

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 822.00 per annum (all inclusive salary package).  
: Pretoria  
: National Diploma or B Degree in Information Technology/ Computer Sciences/ Information Systems or Equivalent qualifications or SSCP/CISSP certified (or equivalent); Extensive background in Security Management in WAN, LAN and applications environment. Minimum 3 years relevant management experience; Excellent communication skills (both written and verbal); Good Planning, Organisational skills and Team Player; Good Project Management skills; Excellent Customer Relations skills and proven excellent conduct. Knowledge and Experience of the following: ISO27001:2005 framework, government legislations, International Security Standards/Policies/Best Practices and Governance Frameworks, experience in Novell, Linux and Microsoft environment.

**DUTIES**

: The successful applicant will be responsible to: Manage and develop IT infrastructure Security Framework; Develop and implement Information Security Strategies and policies; Develop and implement Information Security Awareness programmes; Perform Information technology Risk management, Audit and regulatory compliance Document information security standards and procedures; Maintain access to securable network resources, including but not limited to Internet, Remote Access, Firewalls, Domain Controllers, Application Servers and File Servers.

**ENQUIRIES**  
**NOTE**

: Mr P Mveli (012) 444 9118.  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/12**

: **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOHS/64/2016**  
3 Year Contract  
Chief Directorate: Corporate Support

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R612 822.00 per annum (all inclusive salary package).  
: Pretoria  
: B. Degree or National Diploma in Environmental Health, Safety Management or any equivalent Occupational Health and Safety related qualification. Applicant must: be in possession of SAMTRAC, Auditors Course, Environmental Management, Risk Assessment and Hazard Identification and Response certificates; minimum of three years Occupational Health and Safety experience, of which two of them should be at managerial level; registered with at least one of the OHS related professional associations; sound knowledge of Occupational Health, Safety and Environmental Management; sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Disaster Management Act, National Environmental Management Act, Energy Efficiency Strategy of the Republic of

- South Africa, National Building Regulations and other related legislation; working knowledge of OHSAS 18001, ISO 14001, ISO 9001 Guidelines and related SANS codes; negotiation and Conflict Management Skills; Strong leadership with strategic capabilities; Good written and verbal communication; Presentation and facilitation skills; Co-ordination and organizational with financial management skills; Basic research skills.
- DUTIES** : Develop and ensure implementation of the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Administer the implementation of the ISO Assessment Series Certification processes, which include OHSAS 18001. Administer the implementation of Energy Efficiency Strategy of South Africa. Ensure availability of Occupational Health and Safety equipment and maintenance thereof. Develop and put in place plans to deal with natural perils and disasters i.e. Contingency Plans, Emergency Procedures, Evacuation Procedures and Fire Drills. Identify SHE hazards and risks trends within the department and provide mitigation measures. Conduct continuous aspect and impact analysis with a view to proactive risk management, Injury on Duty and First Aid. Draw up specifications and ensure compliance by contractors in respect of safety matters. Provide necessary training to management and to OHS personnel. Provide advice and guidance to managers in respect of safety matters. Ensure organizational awareness, capacity and create a culture of commitment to health and safety in the workplace.
- ENQUIRIES** : Mr J Sebola (012) 444 9114.
- NOTE** : Male candidates and people with Disabilities are encouraged to apply
- POST 01/13** : **DEPUTY DIRECTOR: ENTITIES OVERSIGHT FINANCIAL PERFORMANCE ANALYSIS REF NO: DOHS/82/2016**  
3 Year Contract  
Chief Directorate: Regulatory Compliance Services And Monitoring
- SALARY** : R612 822per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of an appropriate recognized three year degree or equivalent qualification in the Finance / Economic Management field with Financial Management, Accounting or Public Finance as a majoring subject. Knowledge of GAAP and GRAP would be an added advantage. The Sub Directorate makes use of quantitative, analytical and financial management tools to monitor and analyze the financial health of human settlements public entities. Knowledge of the Public Management Act (PFMA), Treasury Regulations and related legislation as well as budgeting processes and related frameworks is recommended. Must have report writing skills and be able to travel.
- DUTIES** : The successful candidate will be responsible to: To Monitor the financial performance of Human Settlements Entities; Ensure compliance with PFMA and Treasury Regulations by Entities; Assess the financial management of public entities by using financial analysis and other quantitative tools; Coordinate the budget planning process for Human Settlements Entities; Facilitate entities funding requests and related applications that are being made in terms of the PFMA, Treasury Regulations and related legislation; Facilitate the rationalization of Human Settlements Entities; Administration and management of the sub directorate.
- ENQUIRIES** : Mr J Sebola (012) 444 9118.
- NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/14** : **DEPUTY DIRECTOR: PROJECT RESOURCING REF NO: DOHS/66/2016**  
3 Year Contract  
Directorate: Project Resourcing
- SALARY** : R612822.00 (All Inclusive Salary Package) per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate degree or equivalent qualifications; 3 to 5 years appropriate managerial experience; Good written and verbal communication skills; Computer literacy; Good analytic and problem solving skills; Knowledge of the PFMA, Housing Policy and all relevant prescripts; Good planning, organizing and investigation skills coupled with the ability to influence and /negotiate as the situation dictates; The candidate must be Client orientated/ customer focused with good people management skills; and A valid driver's license.

**DUTIES** : The successful candidates will be responsible for the following: Formalizing of build and environment frameworks and standards Evaluate the compliance with frameworks and standards and recommend remedial measures. Develop and implement measures for the provision of project management resources. Develop and implement guidelines to regulate and direct project funding streams. Monitor and evaluate project funding streams. Promote the development and implementation of remedial measures.

**ENQUIRIES** : Mr J Sebola, Tel no (012) 444 9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/15** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/76/2016**  
3 Year Contract  
Chief Directorate: Chief Financial Officer

**SALARY** : R612 822.00 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification plus 3 years proven relevant management experience. Knowledge and understanding of PFMA, administration principles and Batho Pele principles. The applicant should be computer literate (MS Word, Ms Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.

**DUTIES** : Provide administrative support to the DDG, Manage resources of the office of the DDG. Develop and maintain an effective documents flow system. Ensure proper and cost-effective management of the resources of the branch. Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Establish and maintain appropriate internal controls and reporting systems; Develop and maintain an effective documents flow system Provide administrative support in order to ensure effective and efficient operations of the Chief Financial Officer branch Provide secretarial support to the DDG Manage resources of the office of the DDG; Support the DDG on any task/assignment as directed by the Minister/DG. Develop an effective documents flow system for the Branch. Collate responses for parliamentary questions and submit to parliamentary officer.

**ENQUIRIES** : Mr J Sebola (012) 444 9114.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/16** : **SENIOR LEGAL ADMINISTRATIVE OFFICER REF NO: DOHS/67/2016**  
3 Year Contract  
Directorate: Contract Management

**SALARY** : R392 274.00 – R953 451.00 pa (OSD Range: MR6)(Salary will be determined by the years of experience)

**CENTRE** : Pretoria

**REQUIREMENTS** : The candidate must have a minimum qualification of a three year; Bachelor's Degree in Law or an LLB Degree; The candidate must have a minimum of eight (8) years' work experience in a legal environment; Extensive relevant experience in contract drafting, contract management and administration with an ability to work under pressure; Knowledge and understanding of National Treasury prescripts, legal compliance and the Inter-Governmental Frameworks Act will be an advantage; The candidate must possess management, planning, co-ordination and project management skills; Extensive knowledge in drafting strategic legal documents such as international agreements, implementation protocols and in depth experience in drafting service level agreements and legal opinions; and Proven high level of verbal and written communication skills.

**DUTIES** : Management of the Sub-Directorate Contract Management Services; Drafting, vetting and coordination of all contracts which includes international agreements and implementation protocols; Ensure that the Department complies with the Constitution in relation to the drafting and processing of international agreements; maintain strategic relations with the Departments of

Justice and Constitutional Development and International Relations and Co-operation regarding the processing of international agreements; Conduct strategic legal research; Develop and implement appropriate systems, controls and measures for tracking and monitoring legal compliance; Monitor and enforce compliance by the Department with contractual obligations and furnish legal opinions where required.

**ENQUIRIES** : Mr. J Sebola, Tel no, (012) 444 9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/17** : **ASSISTANT DIRECTOR: CABINET AND PARLIAMENTARY LIASON REF NO: DOHS/45/2016**  
 3 Year Contract  
 Chief Director: Executive Support

**SALARY** : R311 784.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must have an appropriate three-year Bachelor's degree/ National diploma or equivalent. Good communication skills (verbal and written) and computer literacy are essential requirements. The ability to maintain sound interpersonal relations, administrative, planning and events management will be a strong recommendation. Knowledge of Government protocol and understanding of Parliamentary and Cabinet processes in South Africa, Knowledge of the PFMA and Treasury Regulations applicable to the Public Service. The ability to work independently as well as in a team; ability to work under pressure and irregular hours

**DUTIES** : The successful candidate will be responsible for: Management of the administration in the Office of the Director-General Provide support to the Director-General and other senior departmental officials when in Cape Town; Assist with the monitoring and reporting of the budget for the directorate and ensure payment to suppliers. Provide assistance in developing and maintaining systems, policies and procedures within the Chief Directorate; Assist with the coordination of Departmental events in Parliament; Management of Parliamentary Questions, Cabinet Memoranda as well as records keeping thereof. Secure a user friendly filing system; facilitate the packing and dispatching of official documents and other items including submissions between Cape Town and Head Office and maintaining records thereof; Attend to telephonic queries, and refer them to relevant units within the Department.

**ENQUIRIES** : Ms N Norman (012) 444 9115.  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/18** : **ASSISTANT DIRECTOR: HS SECRETARIAT: REF NO: DOHS/46/2016**  
 3 Year Contract  
 Chief Directorate: Executive Support

**SALARY** : R311 784.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma coupled with extensive experience in committee work. Exceptional analytic and writing skills. Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act) Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office Power Point. Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations. Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts. Ability to work under pressure and in a hectic & unpredictable environment. Planning & organizing skills. Supervision, management and leadership skills. Basic financial management skills, Willingness to travel extensively. A valid Code 8 driver's license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance. The selection process will involve subjecting candidates to an intense competency test in the form of writing.

**DUTIES** : The successful candidate will be responsible for: Provide secretariat, logistical and administrative support to various decision making structures of the Department including Strategic Management Committee, Audit Committee,



Risk Management Committee, workshops, Housing Indabas and other adhoc intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members Monitor, track, coordinate and communicate decisions of various decision- making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structures in the Department. Develop and maintain a database of resolutions of these structures. Supervise and provide in-service training to subordinates on a variety of matters related to committee work. Compile reports, memoranda and letters regarding issues of the Sub-Component. Assist to oversee the budget of the Sub-Component.

**ENQUIRIES** : Ms N Norman (012) 444 9115.  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/19** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DOHS/48/2016**  
 3 Year Contract

**SALARY** : R311 784.00 p.a (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A recognized National Diploma or BCOM Degree in Internal Auditing / Auditing or Financial Accounting. Member of Institute of Internal Audit (IIA). General Internal Auditor (GIA). Certified Internal Auditor (CIA) or studying towards CIA or any relevant professional Qualification. A Minimum of three years' experience Internal Auditing of which one year should be at a supervisory level, while experience in performance audit environment will be an added advantage. 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. To ensure efficient and effective conducting of performance audits. To assist with the development of the three year rolling plan. Comprehensive planning of the audits to ensure that the audit addresses the objectives, risks, controls and governance procedures. Performance of audit fieldwork to evaluate the economy, effectiveness and efficiency of management measures in place-resulting in quality working papers and substantiated findings. Timeous reporting of each phase of the audit project to ensure efficient and effective performance of the audit. Good customer service. Good written and verbal communication. Report writing Good Interpersonal relations. Analytical skills. Problem solving and conflict management. Supervisory skill. Computer literacy. Ability to use the audit working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL).Willingness to travel when required. A valid driver's licence.

**DUTIES** : Audit Management with the development of the strategic and audit coverage plan. Assist with the planning of audit projects. Ensure performance audits are conducted in accordance with the approved audit methodology and IIA standards. Evaluates systems to identify shortfalls. Development of the planning memorandum/ audit programme. Suggest corrective action; make recommendations, monitor and follow-up. Performs the performance audits in a professional manner, and in accordance with the approved audit programme. Appraising and monitoring the adequacy of the corrective action taken to improve deficient conditions. Comprehensive documentation of the work performed and compliance in to the IIA standards. Verification of the selected sample against the audit procedures. Obtaining correct supporting documentation for the audit findings. Engaging with the line function management to clear audit queries. Comprehensive documentation of the audit findings including management comments and action plan. Highlighting significant audit findings. Preparation of a draft audit report and submission thereof to the supervisor for review and approval. Assist in making oral or written presentations to management during and at the conclusion of an audit. Assist in discussing deficiencies, recommending corrective action, and suggesting improvements in operations.

**ENQUIRIES** : Ms ES Motsepe. Tel: 012 444 9119  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/20** : **ASSISTANT DIRECTOR: ASSURANCE AUDITS REF NO: DOHS/49/2016**  
3 Year Contract  
Branch: Director-General  
Chief Directorate: Internal Audit, Risk Management & Special Investigation  
Directorate: Internal Audit

**SALARY** : R 311 784 p.a (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The ideal candidate must have: A three year tertiary internal audit/Auditing and financial accounting qualification, Minimum of 5 years internal auditing experience of which three should be at supervisory /management experience. Studying towards CIA or any relevant professional qualification. General Internal Auditor (GIA). Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Be a Member of the Institute of Internal Auditors. Ability to use the working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL). A valid driver's licence.

**DUTIES** : The successful candidate will be required to: Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the three year rolling plan and one year Internal Audit Operational Plans. Planning of the audits in line with the approved Internal Audit Methodology and to ensure that the engagement objectives are achieved. Plan the allocation of the assigned audit resources. Document the Audit Program. Conduct audit fieldwork by evaluating the adequacy and effectiveness of risk management, control and governance processes. Assess and analyze data, reports and documents to reach a reasonable conclusion. Gather sufficient, relevant, reliable, and useful evidence to support the work performed. Conclude on the work performed based on the audit objectives and document the audit outcomes. Draft preliminary audit findings with concise root causes and value adding recommendations. Evaluate the adequacy of management action plans and monitor progress made in implementing them. Contribute to reviews of audit progress and against engagement, operational and strategic plans. Identify areas for improvement and recommend necessary training needs. Assist the Senior Internal Auditor in identifying training and needs and developing a Personal Development Plan. Assess and review the application controls as per the operational audit plan (ISACA Standards). Assess and review the general controls as per the operational audit plan (ISACA Standards) Supervise staff members.

**ENQUIRIES** : Ms ES Motsepe Tel: (012) 444 9119  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/21** : **ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOH/52/2016**  
3 Year Contract  
Purpose: The Directorate: Special Investigations provides internal capacity as required by the Public Service Anti-Corruption Strategy and the Comprehensive Plan for the Development of Sustainable Human Settlements to the Department of Housing for the management of anti-corruption initiatives undertaken by the department.

**SALARY** : R311 784.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three-year recognized bachelor's Degree or a National Diploma. A minimum of a three years' experience in the appropriate field. A thorough understanding of corruption issues in the implementation of national Housing Programmes. Experience in and an understanding of planning and management of investigations and investigative procedures. Familiarity with legislation governing public finance and administration, housing as well as the Public Service anti-corruption prescripts such as the Public Service Anti-Corruption Strategy, the Prevention and Combating of Corrupt Activities Act,

2004, the Protected Disclosures Act, 2000, the Special Investigating Units and Special Tribunals Act, 1996 etc. Proficiency in verbal and written communication, as well as presentation skills. Computer literacy and a valid driver's license.

**DUTIES** : Managing, coordinating and monitoring investigations. Reporting to the Director-General and the Minister in respect of progress on investigations. Monitoring and evaluating complaints received and identifying appropriate action. Managing the implementation of the public service anti- corruption prescripts. Attending to the drafting and/or revision of departmental or internal anti-corruption policy prescripts. Attending to corruption related parliamentary questions posed to the Minister in the National Assembly. Attending to the facilitation of departmental fraud and corruption risk assessment. Conducting regular anti-corruption advocacy. Participating in and supporting of anti-corruption initiatives. Performing other duties assigned by the Deputy Director from time to time. The candidate will be subjected to security vetting. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process.

**ENQUIRIES** : Ms N Nortman TEL: (012)444 9115  
**NOTE** : Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/22** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM AND HUMAN RESOURCE DEVELOPMENT REF NO: DOHS/58/2016**  
 3 Year Contract  
 Chief Directorate: Human Resources

**SALARY** : R311 784.00 per annum + 37% In lieu of Benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree/National Diploma in HR or HRD with at least 3 years' experience in PMDS and HRD. The following will serve as requirements: Public Service Regulations, thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL Knowledge; Knowledge of the Skills Development Act; Skills Development Levies Act; HRD Directives and Prescripts. Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills and facilitation & presentation skills.

**DUTIES** : Key Responsibilities: Management and coordination of the effective implementation of the performance management system; Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary; Manage and analyze data on performance agreements filed and appraisals concluded and produce reports; Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts; Advice the department regarding compliance to the 1.5 % of total compensation allocated for performance bonuses.

**ENQUIRIES** : Ms E Motsepe TEL: (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/23** : **ASSISTANT DIRECTOR: DATA INTEGRATION REF NO: DOHS/68/2016**  
 3 Year Contract

**SALARY** : R311784.00 per annum (+ 37% In lieu of Benefits) (Appointment will be based on years of experience gained after registration based on the applicable Occupational Specific Dispensation)

**CENTRE** : Pretoria  
**REQUIREMENTS** : A Diploma in GISC or relevant 3-year qualification; Applicants are invited from highly computer literate persons (with proficiency in Microsoft Excel, Microsoft access and PowerPoint presentation) who are in possession of at least a diploma in Information Management or a related qualification, or proven 2 -3 years hands on experience in an information management environment. Project management qualification/experience will be a recommendation required is a team –player who has a proven track record in working with data and information. Knowledge of the Human Settlements sector will enhance the applicant's eligibility. Experience in a data warehouse environment for the monitoring of service delivery information and managing data and statistics will also serve as a recommendation. Good interpersonal and stakeholder

		networking skills in conjunction with excellent communication skills (verbal and written) are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will gather human settlement data and related information from provincial and municipal offices to monitor programs and projects. Data verification and analysis for completeness and credibility Data Maintenance Update information.
<b><u>ENQUIRIES</u></b>	:	MS N Nortman, Tel no, (012)444 9115
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: GRANTS MANAGEMENT 2 POSTS REF NO: DOHS/77/2016</u></b> 3 Year Contract Chief Director: Chief Investment Officer
<b><u>SALARY</u></b>	:	R311 784.00 per annum (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma or Degree in Accounting/Financial Management; minimum of three (3) years relevant experience in a financial analysis environment, Knowledge of Public Finance Management Act (PFMA), National Treasury regulations, Division of Revenue Act (DoRA); Knowledge of government budgeting processes; People management skills; Research and analytical skills; Project management skills; financial management skill Presentation and facilitation skills; Communication (written and verbal) skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Administer the Human Settlements Grants in line with the relevant prescripts; Monitor compliance to the Public Finance Management Act (PFMA),) and Division of Revenue Act (DoRA) by Provinces and Metropolitan Municipalities. Assist with the preparation of payments to Provinces and Metropolitan Municipalities for the allocations to be transfer in line with the approved payment schedules; Assist with the analysis of both the monthly and quarterly reports and prepare reports for Top Management; Identify gaps and recommend measures to be put in place to address such gaps; Assist with the evaluation of financial performance of Provinces and Metropolitan Municipalities annually and submit such reports to National Treasury in terms of the Act; Provide inputs and consolidates inputs from relevant stakeholders to DoRA and grant framework(s). Conduct the oversight visits on a quarterly basis to verify performance reported; Assist in the preparation of grants analysis reports as well as presentations for forums such as Executive Management Team (EMT), Minister and Top Management (MinTop), Technical MinMec and Implementation Forum as well as MinMec Prepare a payment schedule and submit such to National Treasury for approval; Ensure that there is an effective monitoring tool to monitor performance of the grant and its impact on the poor households
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe (012) 444 9119.
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT ANALYSIS REF NO: DOHS/83/2016</u></b> 3 Year Contract Chief Directorate: Regulatory Compliance Services
<b><u>SALARY</u></b>	:	R311 784 per annum (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate National Diploma/Degree in Risk Management or Auditing. A post-graduate qualification will be an added advantage and a minimum of 3 to 5 years Risk Management or Auditing experience preferably within the public sector. The candidate must have knowledge Public Sector Risk Management Frameworks and other internationally recognized Risk Management practices. Must also have a working knowledge and understanding of Enterprise Risk Management Principles in relation to good Corporate Governance. In addition the candidate must have knowledge of the PFMA and Treasury Regulations and the application of the Public Sector Risk Management Framework. Membership of IRMSA will be an added advantage.
<b><u>DUTIES</u></b>	:	Promote adherence to Public Sector Risk Management Framework by Human Settlements Entities. Monitoring the implementation of Human Settlements Entities specific Risk Management Strategic Plans and its objectives. Ensure compliance with good corporate governance guidelines with specific reference to the Risk Management. Analyse organizational risk profiles of each entity and

		monitor the implementation of proposed solutions. Provide administrative support to the Sub-Directorate. Coordinate risk assessments, collate and consolidate risk assessment results for management attention. Monitor the implementation of remedial actions against emerging risk by Entities Risk Managers Assist in compiling risk management quarterly reports
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe (012) 444 9119.
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/26</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: DOHS/84/2016</u></b>
		3 Year Contract
		Chief Directorate: Legislative Compliance And Monitoring
<b><u>SALARY</u></b>	:	R311 784.00 per annum (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year tertiary qualification in Legal and Compliance coupled with 3 to5 years' experience in compliance in the public or private sector. Understanding of the Human Settlements Sector. Knowledge of computer packages. Analyses and problem solving. Prescripts, policies and practices. Good Communication skills (verbal and written) Service Delivery and People Management.
<b><u>DUTIES</u></b>	:	Support the introduction of measures to monitor the implementation of legislation. Support the investigation of potential areas of compliance, vulnerability and risks with the view to give guidance/support .Support investigations regarding alleged violations of regulations and legislation and make recommendations for the implementation of rectifying measures. Participate in research regarding the impact of external factors on policy development flowing from the implementation of legislation and regulations.
<b><u>ENQUIRIES</u></b>	:	Ms E Motsepe (012) 444 9119.
<b><u>NOTE</u></b>	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/27</u></b>	:	<b><u>SENIOR INTERNAL AUDITOR 2 POSTS REF NO : DOHS/50/2016</u></b>
		3 Year Contract
		Directorate: Internal Audit
<b><u>SALARY</u></b>	:	R262 272.00 p.a (+ 37% In lieu of Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized National Diploma or BCOM Degree in Internal Auditing / Auditing or Financial Accounting. Member of Institute of Internal Audit (IIA). General Internal Auditor (GIA). Certified Internal Auditor (CIA) or studying towards CIA or any relevant professional Qualification. A Minimum of three years' experience Internal Auditing. 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. Report writing skills. Good Interpersonal relations skills. Analytical skills. Problem solving and conflict management Computer literacy. Ability to use the audit working paper tool (Teammate added advantage) and knowledge of Audit Command Language (ACL).Willingness to travel when required. A valid driver's license
<b><u>DUTIES</u></b>	:	Evaluate the established system of internal controls and provide assurance that there is compliance with the relevant policies and procedures. Evaluates and assess the reliability and integrity of financial information. Review and assess the risk management processes. Review and assess the general and application controls. Conduct audits to evaluate the controls, processes and systems on the utilization of resources. Conduct audits to provide assurance regarding the performance against objectives and goals. Conduct audits to review an assess the processes, systems and controls, within the Departments and in the Provinces. Conducts random audits in the provinces to ensure compliance with regulations pertaining to conditional grant grants.
<b><u>ENQUIRIES</u></b>	:	Ms ES Motsepe. Tel: 012 444 9119
<b><u>NOTE</u></b>	:	Male, Female candidates and people with disabilities are encouraged to apply

**POST 01/28** : **SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DOHS/79/2016**  
3 Year Contract  
Chief Directorate: Financial Services

**SALARY CENTRE REQUIREMENTS** : R262 272 per annum (+ 37% In lieu of Benefits)  
: Pretoria  
: The ideal candidate must have: A recognized three years Degree or National Diploma in Accounting Auditing or Cost and Management Accounting. Extensive knowledge and understanding of PFMA, Treasury Regulations and other relevant prescripts; At least two (2) years relevant experience in managing people; Experience and understanding of Finance, Internal Control and Auditing environment; Computer literacy; Ability to effectively and efficiently communicate and liaise with auditors and internal staff members. Working knowledge of transversal systems BAS, PERSAL, LOGIS. Good communication, interpersonal relations skills and team work; ability to analyze, plan, initiate and solve problems.

**DUTIES** : The successful candidate will be responsible to: Capture and authorize entities, Creditors and sundry payments; clear bookkeeping and creditor's suspense accounts, bank reconciliations, bookkeeping, supervising petty cash, improving awareness and compliance to financial policies. Submission of bank reconciliation within four days of monthly closure to National Treasury. Presentation of policies or procedures driving workshops/various level Authorisation of credit transfers and foreign payments. Clear all PMG exceptions, review revenue reconciliation, rectifying of overpayment within thirty days.

**ENQUIRIES NOTE** : Ms E Motsepe (012) 444 9119.  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/29** : **CHIEF NETWORK CONTROLLER REF NO: DOHS/ 62/2016**  
3 Year Contract)  
Chief Directorate: MIS and Information Technology Systems  
Directorate: Information Technology & Systems  
Sub-Directorate: Information Technology Client Services

**SALARY CENTRE REQUIREMENTS** : R262 272.00 per annum (+ 37% In Lieu of Benefits)  
: Pretoria  
: University of Technology National Diploma in Information Technology; 3 years solid practical experience in LAN/Desktop Support environment preferably in Novell; Knowledge of GroupWise v.12, MS Exchange/Outlook, MS Office Suite 2010/2012, BAS, LOGIS, PERSAL ( will be an added advantage); Knowledge on desktop/workstation security, anti-virus and end-point security products; COMPTIA A+, N+ , ITIL Foundation certificates (highly recommended); Good understanding of Mobile/Tablet Technology & Operating Systems ( e.g. iOS, Android, Symbian, Windows etc); Experience at the level of Principal Network Controller (added advantage); Excellent Communication (verbal & written), Customer Service, Planning & Organising Skills, Valid driver's licence for standby and after-hours support.

**DUTIES** : The appointee will be responsible for: Provide IT Desktop & LAN Support; Perform Server Backups; ITC Technical Assessment; Supervise Staff & Mentoring of IT Interns; Provide IT Standby & After-hours Support.

**ENQUIRIES NOTE** : Ms ES Motsepe, Tel no,(012)444 9119  
: Male candidates and people with disabilities are encouraged to apply

**POST 01/30** : **ADMINISTRATIVE OFFICER: CORPORATE SECRETARIAT REF NO: DOHS/47/2016**  
3 Year Contract  
Chief Directorate: Executive Support

**SALARY CENTRE REQUIREMENTS** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
: Pretoria  
: Appropriate Bachelor's degree/ National Diploma; 2 - 3 years applicable relevant experience; Knowledge of applicable Prescripts, Policies and practices, especially with regard to financial and provisioning prescripts; Computer Literacy; Problem solving and Analysis. The candidate must be in a position to work under pressure. A valid Code 08 driver's license is compulsory.

**DUTIES** : The successful candidate will be responsible for: Implement administrative procedures for the Unit. Managing of the office, especially incoming and

- outgoing correspondence; Receiving and directing visitors; Arranging for transport and accommodation; Rendering of general logistical support, including project related assistance; Drafting of documents and managing of the workflow record system; Handling of procurement process; Arranging of meetings, including the keeping of minutes and providing secretarial support.
- ENQUIRIES** : Ms N Norman (012) 444 9115.  
**NOTE** : Male, Female and people with disabilities are encouraged to apply)
- POST 01/31** : **CALL CENTER: PUBLIC LIAISON OFFICERS 8 POSTS REF NO: DOHS/53/2016**  
 3 Year Contract
- SALARY** : Level: R211 194.00 per annum + 37% In lieu of Benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications are invited from persons holding a Matriculation or Grade 12 certificate; a higher qualification would be an advantage; experience in customers services and orientation to help; working experience at a call center would be required; Ability to operate automated telephone system good written and verbal communication skills; good interpersonal skills; general knowledge of the Department of Human Settlement's mandate and how government works; good Listening Skills; be prepared to learn; positive attitude towards customers; a team player; ability to communicate with customers in English and at least one African language beside home language; Must be professional in handling customers on the telephone; and Must be computer literate (word, excel, any email system).
- DUTIES** : Attend the Public telephone queries from all 9 Provinces including Presidential Hotline. Facilitate resolution with relevant sphere of government (National, Province, or Municipality). Handle customer enquiries and queries (walk in) Create awareness to customers about the Department Service Delivery Objectives. Do follow-ups on weekly, monthly and quarterly reports including the Presidential Hotline report. Attend events and provide service fair according to Batho Pele Principles. Liaise with Government Departments for updated of policies and regulations for the benefit of the Public. Capture issues raised by the Public in the database. Maintain the system.
- ENQUIRIES** : Ms ES Motsepe TEL: (012) 444-9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply)
- POST 01/32** : **PRINCIPAL PERSONNEL OFFICER REF NO: DOHS/60/2016**  
 3 Year Contract  
 Chief Directorate: Human Resources
- SALARY** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 Certificate plus three (3) years of appropriate experience. Extensive knowledge of the PERSAL System will be a recommendation. A good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, PSCBC Resolutions and DPSA circulars regarding human resource administration. Computer literacy; good interpersonal skills, understanding of Human Resource professional ethical values, commitment to have a positive impact as Human Resource Practitioner understanding Human Resource delivery dynamics and able to meet stakeholders service expectations, good written and verbal communication skills are essential.
- DUTIES** : Provide administrative support to recruitment and selection, and implementation of recruitment and selection departmental policy in line with recruitment and selection enabling legislation frameworks. Promote efficient and effective Human Resource practice. Administer process and approve appointments, promotions, SMS packages, transfers, termination of services. Administer and maintain probation reviews of officials, process and approve payments of Performance Assessments outcomes, Provide advice and support to line managers and other role players on the PILIR, leave policies and procedures. Develop and maintain departmental processes and procedures on leave and records management. Compile of quarterly leave reports and analysis. Administer housing subsidy, long service recognition, state guarantees, service bonus (13<sup>th</sup> cheque), and resettlement. Process injury on duty, Revise and approve transactions on PERSAL, Supervise, manage performance and train subordinate(s) to ensure a high level of service delivery to line functionaries

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/33** : **PERSONAL ASSISTANT: LEGAL SERVICES REF NO: DOHS/61/2016**  
3 Year Contract  
Chief Directorate: Legal Services

**SALARY** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a senior certificate, augmented by 2 years relevant experience in office assistant and secretarial duties. A diploma in office management/administration or a secretarial qualification will be an added advantage, strong computer as well as typing skills; good interpersonal relations skills; good communication (verbal and written) skills; excellent planning and organising skills; basic financial management skills; good telephone etiquette; in addition to the above, the candidate must be prepared to travel.

**DUTIES** : The successful candidate will be required to manage all calls by screening incoming and outgoing calls and ensuring efficient flow of information within the Chief Directorate; maintenance of the Chief Directorate filing system; organizing workshops and meetings; preparation of agendas, minutes and compilation of reports; recording and safe-keeping of incoming and outgoing mail; packaging of submissions and memoranda; tracking of submissions and documents; performance of word-processing and/or typing functions; completion of transport and subsistence claims as well as assisting in the co-ordination of budgetary/financial issues; management of assets and ordering of stationery and equipment; diary management.

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/34** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DOHS/80/2016**  
3 Year Contract  
Chief Directorate: Financial Services

**SALARY** : R211 194.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have: An appropriate relevant Bachelor's degree or National diploma in financial studies; Good interpersonal skills and communication (both written and verbal); The ability to work under pressure; Computer Literacy (Microsoft Office); The following will serve as a recommendation: knowledge of Treasury Regulations, Public Finance Management Act, Delegations, PERSAL, Easy file (SARS), Basic Accounting System (BAS), Safety Web, thorough knowledge of Financial Accounting skills: Accuracy.

**DUTIES** : The appointee will be responsible for: Salary administration including but not limited to instating of allowances, deductions, recalling of salaries, calculating overtime etc. Clear salary and debt related suspense accounts by means of journals, IRP 5 accumulations on PERSAL, Completing and submitting Annual and Bi-annual tax reconciliations Reconciliations between BAS and PERSAL, PERSAL EBT control account and suspense accounts. Check and capture S&T claims; Provide information on debt age analysis and Key Management Expenditure for the Interim and Annual Financial statements, Ensure proper record keeping.

**ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/35** : **DESIGNER, DTP SPECIALIST: PRODUCTION (DESIGN) REF NO: DOHS/54/2016**  
3 Year Contract  
Directorate: Corporate Communication: Production

**SALARY** : R171 069.00 per annum + 37% In Lieu of Benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Graphic Designer: Production will promote communication via the design and development of a website, publications and other communication actions. The Designer reports to the Deputy Director: Production. The Ideal candidate will have: National Diploma/Degree in Design Studies. At least one year experience in working in a design environment. The candidate should have



design and layout experience in using the following programmes: Adobe Indesign CS, Adobe Photoshop CS2, CorelDraw 12 or 13, Macromedia Freehand and all the Microsoft packages as well; Good interpersonal and collaborative skills. The candidate must have printing knowledge. The ability to work under pressure. Good written and verbal communication skills; Language and proofreading proficiency; and the ability to take good quality photos and to manage the photo library.

**DUTIES** : Key Performance Areas: Concept development and implementation of design and layout of all printed and promotional material. Concept development and implementation of design and layout of all electronic interactive communication vehicles. Liaise with clients and service providers when designing and producing work Implement brand compliance with all departmental design-related jobs

**ENQUIRIES** : Ms ES Motsepe TEL: (012) 444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/36** : **LEGAL ADMINISTRATIVE OFFICER MR 1-MR5 REF NO: DOHS/69/2016**  
 3 Year Contract  
 Directorate: Hs Framework Legislation And Research

**SALARY** : R162 726.00 – 416 343.00 per annum (All inclusive salary Package will be based on proven Legal Experience)

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a recognised LLB degree in law, augmented by relevant experience in the legal environment. Applicants must possess sound legal skills including thorough knowledge of constitutional law, administrative law, law of evidence, company law, labour law, drafting skills and advanced research skills. A sound knowledge of the housing environment and housing legislation and policies. Knowledge of the Constitution, Promotion of the Administrative Justice Act 3 2000 and the Promotion of Access to Information Act 2 of 2000. Further requirements are a good command of the English language and computer literacy, and an ability to communicate effectively and liaise between sections, departments and the legal profession. The ability to work with the minimum of supervision is a further requirement.

**DUTIES** : The successful candidate will be required to render corporate legal Support services to the Ministry and the department. The successful candidate will, in the exercise of his/her duties, perform duties such as the drafting of standard legal documents (contracts, guarantees etc.); conduct legal research; provide general advise (drafting of opinions, writing reports etc.); attending to litigation; drafting briefs to the State Attorney and State Law Advisors; attending to queries and/or correspondence. The successful candidate will work in the Sub directorate: HS Framework Legislation and Research. He/she will fall directly under the Senior Legal Administration Officer of the Sub directorate to whom he/she will report. The successful candidate will be required to monitor housing legislation, both national and provincial and ensure that housing legislation is being properly implemented. In addition, he/she will be required to undertake research for both new and amending legislation, to report on court cases based on provisions in housing legislation or legislation which impacts on housing legislation.

**ENQUIRIES** : Ms ES Motsepe, Tel no, (012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 01/37** : **SENIOR FILING AND CAPTURING CLERK 2 POSTS REF NO: DOHS/57/2016**  
 3 Years Contract  
 Directorate: Records Management

**SALARY** : R142 461.00 per annum + 37% In lieu of Benefits

**CENTRE** : Pretoria

**REQUIREMENTS** : Minimum Grade 12 Certificate; 1 – 2 years relevant experience in a records management environment in a public institution; Knowledge and understanding of National Archived and Records Management (NARS) prescripts and practices for management of public records; Good communication (written and verbal); Interpersonal relations skills; Ability to prioritize and work under pressure, Computer literate in Microsoft Word and Excel. The following will be added advantages: National Diploma in Archival Studies/ Information Science/ 1 year National Certificate in Archival Studies;

- Successful completion of a specialised Records Management training course for governmental bodies.
- DUTIES** : The successful candidate will be responsible to: Process transfers for closed and terminated records to internal repositories, including conducting inspections and verifications on intended records transfer requests; Conduct decongestion including sorting, arrangement and description of terminated records; Facilitate proper and safe storage custody and preservation of records in repositories, including filing, packing and shelving of records; Facilitate user access and use to closed and terminated records in repository custody, including capturing, listing , update and maintenance of essential repository registers. Process systematic disposal for: Destruction of qualifying ephemeral records including identification, retrieval and verification; Transfer of qualifying archival records to NARS for permanent preservation.
- ENQUIRIES** : Ms E Motsepe TEL (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/38** : **SENIOR ADMIN CLERK REF NO: DOHS/70/2016**  
 3 Year Contract  
 Directorate: Facilities Management
- SALARY** : R142 461.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 Certificate.2 years' experience required. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative procedures. The candidate must possess excellent communication skills (verbal and written). Problem solving and analysis. Excellent Planning and Execution Skills. The candidate must be in a position to work under extreme pressure.
- DUTIES** : Render general administrative support services, Provide supply chain clerical support services within the directorate. Provide personnel administration clerical support services within the component Provide financial administration support services in the component. Render leave administration services for the directorate Render Telecommunications Administrative Support services Render Ad-HOC activities administrative duties within the directorate
- ENQUIRIES** : Ms ES Motsepe, Tel no, (012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/39** : **SENIOR ACCOUNTING CLERK 2 POSTS REF NO: DOHS/81/2016**  
 3 Year Contract  
 Chief Directorate: Financial Services
- SALARY** : R142 461.00 per annum (+ 37% In lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate plus 2 years salaries administration experience; Good interpersonal skills and communication (both written and verbal);The ability to work under pressure; Computer Literacy (Microsoft Office);The following will serve as a recommendation: Knowledge of Basic Accounting System (BAS) and PERSAL.
- DUTIES** : Salary administration; Checking of creditors payments and related queries; Creditors Reconciliation; Checking of the payment register; Record keeping; Capturing of entities & payments; Assistant Cashier; Reconciliation of month-end reports; Control and follow-up of pay sheets; Reconcile of creditors payment; Compare the day end register with the morning version; Respond to payment related queries; Make sure that all new creditors are captured on Bas and Safety web; Clearing suspense account; Payment of revenue to NRF.
- ENQUIRIES** : Ms E Motsepe (012) 444 9119.  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/40** : **SENIOR SECRETARY: INFORMATION TECHNOLOGY INFRASTRUCTURE REF NO: DOHS/71/2016**  
 3 Year Contract
- SALARY** : R142 461.00 per annum (+ 37% In Lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Senior Certificate (or equivalent qualifications), Advanced typing skills, any typing qualification or training will be advantageous; Events organization and management skills and proven experience; Knowledge of government budgeting processes; Demonstrable familiarity with the PFMA; Computer

<b><u>DUTIES</u></b>	:	Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Well developed communication, inter-personal and report writing skills.
	:	Answering the telephone, making telephone calls, organizing the office and general administrative duties; Receiving visitors and clients; Keeping the Director's diary; Making arrangements for journeys and accommodation; Managing correspondence, Establishing and maintaining a filing system; Ensure that documents adhere to set norms and standards; Managing the financial and administration procedures of the office; Reporting on deviations from the budget, co-control and cost analysis programmes; Ensuring that all in-came and expenditure are timeously and correctly declared; Ensure that all information needed for internal control is obtained; and the implementation of proper office management, control as well as other administrative systems.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms ES Motsepe, Tel no, (012)444 9119
	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/41</u></b>	:	<b><u>SENIOR SECRETARY: CONTRACT MANAGEMENT REF NO: DOHS/72/2016</u></b> 3 Year Contract
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R142 461.00 per annum (+ 37% In Lieu of Benefits)
	:	Pretoria
	:	Senior Certificate (or equivalent qualifications), Advanced typing skills, any typing qualification or training will be advantageous; Events organization and management skills and proven experience; previous working experience in government will be an added advantage; Knowledge of government budgeting processes; Demonstrable familiarity with the PFMA; Computer Literacy (MS Word, MS Excel, MS Project and MS PowerPoint) and Well developed communication, inter-personal and report writing skills.
<b><u>DUTIES</u></b>	:	Answering the telephone, making telephone calls, organizing the office and general administrative duties; Receiving visitors and clients; Keeping the Director's diary; Making arrangements for journeys and accommodation; Managing correspondence, Establishing and maintaining a filing system; Ensure that documents adhere to set norms and standards; Managing the financial and administration procedures of the office; Reporting on deviations from the budget, co-control and cost analysis programmes; Ensuring that all income and expenditure are timeously and correctly declared; Ensure that all information needed for internal control is obtained; and the implementation of proper office management, control as well as other administrative systems.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms ES Motsepe, Tel no, (012)444 9119
	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/42</u></b>	:	<b><u>SENIOR SECURITY OFFICER REF NO: DOHS/73/2016</u></b> 3 Year Contract
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R142 461.00 per annum (+ 37% In Lieu of Benefits)
	:	Pretoria
	:	Applicants must be in possession of a Grade 10 to12 Certificate or equivalent qualification. Registration with PSIRA grade C and relevant experience as a security officer. Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Ability to take initiative and supervise Security Officers. Ability to understand and implement policies, directives and related prescripts in security administration. Knowledge of safety measures. Knowledge of emergency procedures. Ability to operate security equipment. Be prepared to work irregular hours and night shifts. Shortlisted candidates will be subjected to pre-employment Security screening.
<b><u>DUTIES</u></b>	:	The successful candidates will: Perform access control functions which will include the following: Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Administrative and related functions Provide security related services
<b><u>ENQUIRIES NOTE</u></b>	:	Ms ES Motsepe, Tel no, (012)444 9119
	:	Male candidates and people with disabilities are encouraged to apply
<b><u>POST 01/43</u></b>	:	<b><u>SECURITY OFFICER REF NO: DOHS/74/2016</u></b> 3 Year Contract
<b><u>SALARY CENTRE</u></b>	:	R119 154.00 per annum (+ 37% In Lieu of Benefits)
	:	Pretoria

- REQUIREMENTS** : Applicants must be in possession of a Grade 10 to12 certificate or equivalent qualification. Basic security officer's course and basic education and training and relevant experience as a security officer. Sound Knowledge of MIS, NISA, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985, and Protection of Information Act, etc. Good writing and interpersonal skills. Knowledge on the relevant emergency procedures. Ability to understand and implement policies, directives and related prescripts in security administration. Be prepared to work irregular hours and night shifts. Shortlisted candidates will be subjected to pre-employment security screening.
- DUTIES** : The successful candidates will: Perform access control functions which will include the following. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Operate X-ray machines. Lock and unlock entrances. Record incidents and make follow-up. Ensure that unauthorized persons and dangerous objects do not enter the building/premises .Ensure safety in the building and the premises. This will include the following: Undertake building/premises patrols to identify and check that doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals, light switched on and off as required. Apply emergency procedures (in situation like bomb scares, fire, riots etc. and alert emergency services and departmental management. Ensure that equipment, document and stores do not leave or enter the building or premises unauthorized. Ensure all incidents are recorded in the occurrence registers/books
- ENQUIRIES** : Ms ES Motsepe, Tel no, (012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply
- POST 01/44** : **CLEANERS 2 POSTS REF NO: DOHS/ 85/2016**  
 3 Year Contract  
 Directorate: Facilities Management
- SALARY** : R100 545.00 per annum (+ 37% In Lieu of Benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 (STD 8) Certificate or ABET. No experience required, however, an experience in cleaning sector will be an added advantage. The successful candidate should portray the following competencies: good Communication skills, reliable, hardworking and good interpersonal relations.
- DUTIES** : Provision of cleaning services. Cleaning offices corridors, elevators and boardrooms by, dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by, cleaning of basins, wash and keep stock of kitchen utensils. Cleaning the restrooms by, refilling hand wash liquid soap, replace toilet papers, hand towels and refreshments. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use. Request cleaning material
- ENQUIRIES** : Ms ES Motsepe, Tel no,(012)444 9119  
**NOTE** : Male candidates and people with disabilities are encouraged to apply