

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 no: 012 444 9120
- CLOSING DATE** : 07 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 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. Applicants will be expected to subject themselves to a comprehensive assessment programme as part of the selection process. 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 detail CV, together with certified copies of 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 of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 04/25** : **DEPUTY DIRECTOR: CORPORATE OPERATIONS SUPPORT) REF NO: DOHS/92/2017**
Three years contract
Branch: COO
- SALARY** : R612 822 per annum (all inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate recognised Bachelor's degree/ National Diploma in Public Management or related field, with a minimum of three years management experience within planning environment; Good communication skills (verbal and written) and computer literacy are essential requirements; A thorough understanding of the Human Settlements and build environment sectors within public sector and critical stakeholders. Ability to maintain sound interpersonal relations; A flexible attitude with proven experience of working in small and bigger teams; Ability and willingness to work irregular and extended hours with possible extensive travel; Valid Code 8 driver's licence.
- DUTIES** : The successful candidate will be responsible for Support the DDG to manage all assignments and deadlines as delegated by the Director-General and Ministry. Manage resolutions of both internal and external meetings and follow-up on all deliverable at a high level. Implement strategies to improve quality of work submitted by the branches. Provide support during the DDGs strategic meetings in order to develop action plans to follow up decision taken during those meetings. Benchmark and advice on appropriate systems to manage branch operations. Follow-up, check accuracy and collate portfolio of evidence for Quarterly and Annual Branch Performance reports. Manage the office of the DDG and ensure full administrative support and functionality of the office.
- ENQUIRIES** : Mr MC Ramalepe Tel no: (012) 444 9113.