

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. To further the objectivity of representivity within the Department, Male and People with Disabilities 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** : Ms E Motsepe/Ms N Nortman
- CLOSING DATE** : 24 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 POSTS

- POST 06/49** : **DEPUTY DIRECTOR: BENEFICIARY AND COMMUNITY EMPOWERMENT REF NO: DOHS/93/2017**
Three years contract
Sub Directorate: Training and Skills Development
- SALARY** : R612 822 per annum all inclusive salary package, Level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Bachelor's degree or National Diploma; 5 to 6 years' experience and 3 years management experience in the public sector environment, preferably in the human settlements sector; Knowledge of and understanding of the housing sector legislative framework; Learning and Development methodologies; Knowledge of the Human Settlements projects and programmes; Programme and Project Management; Knowledge of Training and Skills development legislation, understanding of IGR and relevant legislation; Strategic capability and leadership; Report writing and document preparation; Good facilitation and presentation skills; Research analysis and training skills; Budgeting and financial management skills; Change management, service delivery innovation, public service regulations and PFMA; Ability to work under pressure; A valid driving licence is required. Willingness to travel and work long hours.
- DUTIES** : Develop and implement Human Settlements beneficiary and community empowerment programmes policies and procedures; Manage the overall customization and production of educational materials for beneficiary and community empowerment programmes; Ensure consistency in the use of materials and empowerment processes; Develop and implement monitoring and evaluation systems and tools on beneficiary and community empowerment and awareness programmes; Advice management on the effectiveness of the programmes; Liaise with municipalities and provinces on their beneficiary lists to determine the Human Settlement programmes relevant to the particular community; Conduct annual review of the training manuals; Conduct beneficiary workshops on consumer education for municipal officials, CDWs, provincial officials and other stakeholders in the provinces; Identification and assessment of the training needs of relevant stakeholders; Facilitate the roll out of consumer education programme; Training of beneficiaries and communities on HS consumer education; Creation of partnership with other stakeholders; Harness and mobilise the available resources for HCE awareness; Facilitate and implement HCE awareness through road-shows, door-

to-door campaigns and information sessions; Develop and implement business plan and annual performance plan of the sub-directorate; Provide budget inputs for the sub-directorate; Performance and Talent management for the sub-directorate; Development and compilation of specifications for services to be procured.

ENQUIRIES

NOTE

: Mr J Sebola (012) 444 9114.
: Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply

POST 06/50

DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DOHS/91/2017

Three Years Contract
Chief Directorate: COO

SALARY

CENTRE

REQUIREMENTS

: R612 822 per annum all inclusive salary package, Level 11
: National Office Pretoria
: A Bachelor's degree or equivalent qualification preferably in Risk Management plus exposure to government/public sector at junior or middle management level, Five years' experience in Risk Management and Audit environment in which 3 years is at supervisory level, A valid driver's license, Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to public sector environment, Knowledge of Risk Management software (preferably BarnOwl). Knowledge of Public Finance Management Act and Treasury regulations, Knowledge of Division of Revenue Act, Broader knowledge of Corporate Governance, Membership with the Institute of Risk IRMSA preferably at an Associate level will be an added advantage, Skills and Competencies Strategic capability and leadership skills, Good communication (written and verbal) and liaison skills, Facilitation and Presentation skills, Interpersonal relationships, Planning and organising skills, Analytical Skills, Monitoring and evaluation skills, Policy development and implementation skills, Problem solving skills, Coordination skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills. Attributes Assertiveness, Ability to work independently, Compliance, Diplomacy, Flexibility, and Ability to work under pressure, Decisiveness, Adaptability, Confident, Accuracy, integrity and Trustworthy.

DUTIES

: Implementation Of Risk Management Plan, Planning, coordination and facilitation of strategic, functional risk assessments at all branch levels, Liaise with Internal Audit and Special Investigation in ensuring integrated combined assurance. Updating and maintaining records of risk profiles and related action plans of all branches within the department. RISK AWARENESS, Develop Risk Management Awareness program and conduct risk management awareness throughout the department as per the approved risk awareness programme and plan , Coordinate activities for the assessment of risk maturity within the organization, Risk Monitoring: Monitor implementation of risk management strategies at strategic and branch level, Regular consultation and discussions with Risk Champions within branches during the risk monitoring process, Ensure regular update of risk registers with emerging risk and mitigation strategies and evaluate overall effectiveness of risk management strategies , Risk Reporting Produce regular progress report to the Chief Risk Officer on all activities of risk implementation plan executed, Compile, review and consolidate relevant information in preparation for the status report to RMC and Audit Committee and well as information to be presented to Executives Management Committee (EMT) and Joint Branch Management Committee (JBMC) as and when required, Review, analyse, consolidate and present information to the Risk Champions Forum as per the scheduled, programme, Review Of Risk Management Policy, Strategy And Plan, Research and benchmarking with best practices, guidelines and standards during review of existing risk management policy strategy and plan, Consultation and sourcing of input within the Department's and other outside stakeholders for the purpose of updating existing policies, SUPERVISION OF SUBORDINATES Identification and provision of both on the job training and technical development of subordinates, Empowerment and delegation, Review, monitoring and consolidation of work performed by the subordinates, Ad hoc Activities Execution of any ad hoc activities as delegated by the Chief Risk Officer ,Assist in any other function within the Directorate for effective implementation of risk management practices.

ENQUIRIES

NOTE

: Mr J Sebola, Tel no: 012 444 9114
: Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply

<u>POST 06/51</u>	:	<u>ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: DOHS/90/2017</u> Three Years Contract Chief Directorate: Internal Audit, Risk Management and Special Investigations
<u>SALARY</u>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised Degree preferably in Risk Management and or Internal Auditing plus three years' experience in risk management and exposure to government/public sector at junior management level. A valid driver's licence _Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations Knowledge of the Division of Revenue Act. Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report etc. Knowledge and exposure to public sector environment. Knowledge of Risk Management software (preferably BarnOwl). Membership with the Institute of Risk Management South Africa, preferable at an Associate Level will be an added advantage. Competencies needed: Project management skills. Communication (written, verbal and presentation) and liaison skills. Planning and organising skills. Strategic capability and leadership skills. Customer Care skills. Analytical skills. Monitoring and evaluation skills. Policy development and implementation skills. Presentation and facilitation skills. Negotiation skills. Computer Skills. Research Skills. Problem solving skills. Coordination Skills. Interpersonal skills. Diversity Management, Initiative Skills, Team Work Attributes: Assertiveness. Ability to work independently and as part of a team. Compliance. Diplomacy. Ability to work under pressure. Decisiveness. Adaptability. Confident. Accuracy. Compliant. Self-starter. Trustworthiness. Integrity. Skills and Competencies 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 Attributes Assertiveness Ability to work independently Compliance Diplomacy Ability to work under pressure
<u>DUTIES</u>	:	Planning, coordination and facilitation of operational risk assessments processes including amongst others, BCM, Compliance, Fraud, ITC, SCM,HR, Losses and Events, OHS, Security and Projects in line with the approved risk management policy, strategy and plan. Conduct risk awareness at an operational level. Monitor implementation of risk management strategies at an operational level. Facilitate identification emerging risks and updating of operational risk registers thereof. Prepare complete, relevant, reliable and timely risk management information for reporting to Risk Champions Forum and other governance structures including Risk Management Committee and Audit Committee. Report on the status for implementation of risk treatment plans Coordinate activities of Risk Champions Forum. Maintain operational risk registers and evaluate the overall effectiveness of risk management strategies. _Assist with any other ad-hoc and administrative activities as may be delegated by the DD or the Chief Risk Officer to ensure effective implementation of risk management plan.
<u>ENQUIRIES</u>	:	Ms E Motsepe Tel no: (012) 444 9119.
<u>NOTE</u>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<u>POST 06/52</u>	:	<u>ASSISTANT DIRECTOR TECHNICAL TRAINING AND SKILLS DEVELOPMENT REF NO: DOHS/86/2017</u> Three Years Contract Chief Directorate Technical Capacity Development
<u>SALARY</u>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate recognised National Diploma or Bachelor's degree in Social Sciences or Learning and Development or an equivalent qualification coupled with 3 to 5 years' experience in the public sector environment preferably in the human settlements sector. Knowledge of and understanding of the housing sector legislative framework; Learning and Development methodologies; Knowledge of the Human Settlements programmes and policies; Project Management; Report writing and document preparation; Good facilitation and organising skills; Budgeting and financial management skills; Service delivery innovation, public service regulations and PFMA; Ability to work under pressure. The candidate must have a valid driver's license and be able to drive

<u>DUTIES</u>	:	Conduct induction programme in the provinces for elected Councillors in partnership with SALGA, Provinces, Housing Institutions and Municipalities; Arrange the logistics in terms of venue, facilitators and training materials; Provide Management reports Human Settlements policies and programmes; Implementation of Training Programme for officials; Stakeholder Management.
<u>ENQUIRIES</u>	:	Ms E Motsepe Tel no: (012) 444 9119.
<u>NOTE</u>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<u>POST 06/53</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL ACCREDITATION SYSTEMS AND MONITORING REF NO: DOHS/87/2017</u> Three Years Contract Chief Directorate: Operational Policy Frameworks
<u>SALARY</u>	:	R311 784 per annum + 37% In lieu of Benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of an appropriate recognised Bachelor's degree/Diploma in Social Science. Preferably specialisation in Public Administration or Development Studies with 3 to 5 years' experience at administrative level within the public sector. Knowledge of and understanding of the housing sector legislative framework; Strategic capability and leadership; Programme and Project Management; Stakeholder management and communication; Policy Analysis and Development; Research and Analysis; Risk and change management; Knowledge of Treasury Regulations, PFMA, Public Service Regulations and Financial Management; Problem solving, negotiation, facilitation and coordination skills.
<u>DUTIES</u>	:	Provide accreditation implementation support; Provide administrative and system support to the implementation of the Municipal accreditation programme; Conduct periodic monitoring and evaluation of the impact of the accreditation programme; Coordinate the development of systems and procedures in support of Municipal Accreditation; Coordinate the development and maintenance of the accreditation policy, framework and guidelines liaison and facilitation of municipal accreditation; Coordinate the development and implementation of the processes and procedures to effect the distribution of powers and functions between provinces and accredited municipalities; Coordinate awareness programmes on the Accreditation process to the municipalities; Facilitate capacity development workshops to level 1 accredited municipalities; Administration and secretarial functions to the IGR Forum for the accredited municipalities; Coordinate meetings for the Accreditation panel; Coordination of directorate's projects; Provide administrative support on the Municipal Accreditation Grant; Procurement of resources related to the Municipal Accreditation grant; Coordinate the compilation and administration of the Directorate's budget.
<u>ENQUIRIES</u>	:	Ms E Motsepe Tel no: (012) 444 9119
<u>NOTE</u>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<u>POST 06/54</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE PLANNING AND PERFORMANCE MONITORING REF NO: DOHS/99/201</u> Three Years Contract Chief Directorate: Regulatory Compliance Services This is an erratum candidates who previously applied are requested to re-apply
<u>SALARY</u>	:	R311 784 per annum +37 In lieu of Benefits, Level 09
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must have: An appropriate relevant Bachelor's degree or National diploma in Public Management / Social Science and 3-5 years' experience in performance monitoring within the public sector industry; knowledge and understanding of government planning frameworks, programme and project management; excellent report writing and communication skills, interpersonal skills, problem solving skills and be able to work under pressure.
<u>DUTIES</u>	:	The appointee will be responsible to: Provide technical support to the human settlements entities with the drafting of strategic and annual performance plans; monitoring and evaluation of the performance of human settlements entities; provide administrative support to the sub-directorate; monitor the implementation of remedial actions to address non-performance; Coordinate meetings between entities and the Department regarding performance. Monitor adherence of human settlements entities to the agreed strategic objectives as outlined in the approved

		strategic and annual performance plans and adherence to their mandates. Facilitate the approval of plans.
<u>ENQUIRIES</u>	:	Ms E Motsepe Tel no: (012) 444 9119
<u>NOTE</u>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply
<u>POST 06/55</u>	:	<u>ASSISTANT DIRECTOR IGR DELIVERY COLLABORATION REF NO: DOHS/89/2017</u> Three Years Contract Chief Directorate Stakeholder Management & Intergovernmental Relations
<u>SALARY</u>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a recognized Bachelor's Degree/National Diploma in Public Administration, Public Management, Social Studies or relevant field with a minimum of at least two (2) years relevant experience, Knowledge of National Housing Code and Intergovernmental Relations Framework Act. Knowledge of government processes, planning cycle and an understanding of the human settlement's stakeholder value chain are critical. The candidate must have good communication (verbal & written) skills, good report writing, interpersonal skills, presentation, facilitation skills and general management skills. He/she must also have knowledge of budget planning including an understanding of the PFMA. The candidate must be able to work under pressure and long irregular hours to meet deadlines. Computer literacy is essential. In addition, the applicant must have the ability to maintain sound interpersonal relations and work as part of a Team. The applicant must be willing to travel often and at short notice and must be in possession of a valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Ensure the implementation of procedures and systems for the management of Intergovernmental Relations Forums within the Department, Assist in the review of Intergovernmental Relations strategies of the Department, Assist in the coordination and management of the Provincial and Municipal Performance Assessment forum, Assist in the coordination and management of Intergovernmental workshops; Task Teams and working groups. Track the implementation of agreed decisions of IGR forums, workshops, task teams and working groups. Draft and administer official correspondence, minutes, submissions, agendas, reports, claims and advances, procurement documentation and correspondence with sector departments, provincial departments of human settlements and metropolitan municipalities.
<u>ENQUIRIES</u>	:	Ms E Motsepe Tel no: (012) 444 9119.
<u>NOTE</u>	:	Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply.
<u>POST 06/56</u>	:	<u>ASSISTANT DIRECTOR: ASSURANCE AUDITS (IT AUDITS) REF NO: DOHS/97/2017</u> Three Years Contract Chief Directorate Internal Audit, Risk Management & Special Investigation
<u>SALARY</u>	:	R311 784 per annum + 37% In lieu of Benefits, Level 09
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The ideal candidate must have: A three year tertiary internal audit/ IT Auditing/Information Technology or Computer Science qualification, Minimum of 3 years experience in IT auditing. Studying towards CIA, CISA or any relevant professional qualification. 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 and knowledge and experience in auditing techniques (CAATs), data analytics, including scripting, A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be required to: Analyse 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 ICT audits in line with the approved IT 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 analyse 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 E Motsepe Tel no: (012) 444 9119
NOTE : Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply.

POST 06/57 : **COMMUNICATION OFFICER: PRODUCTION AND DESIGN REF NO: DOHS/98/2017**
 Three Years Contract
 Chief Directorate: Communications Services

SALARY : R171 069 per annum + 37% In lieu of Benefits, Level 06
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate will have a National Diploma/Degree in Graphic Design or related studies. At least one year experience in working in a design environment. The candidate should have design and layout experience on Apple Mac, using the Adobe Creative Cloud Suite: InDesign CC, Photoshop CC, Illustrator CC, Acrobat CC, Muse CC, Dreamweaver CC and have knowledge of Word, PowerPoint and Excel. Good interpersonal and collaborative skills. The ability to work under pressure with strict deadlines. Good written and verbal communication skills; Language and proofreading proficiency with design content; and update the Departmental photo library/gallery by sorting and uploading new photos after each event.

DUTIES : Concept development and implementation of design and layout of all printed and promotional material and electronic interactive communication vehicles. Liaise with clients and service providers when designing and producing work. Implement brand compliance with all departmental design-related jobs, based on the Governmental Corporate Identity.

ENQUIRIES : Ms E Motsepe Tel no: (012) 444 9119
NOTE : The Graphic Designer in Design and Production will promote communication via the design and layout and production of different publications/ brochures/ flyers/newsletters/reports/journals/advertisements and other communication marketing materials (posters/cards/pull-up's/banners/web-banners). The Designer reports to the Deputy Director: Design and Production. Representivity: Diversity is promoted. People with Disabilities and Male candidates are encouraged to apply.