

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** : Ms E Motsepe/Ms N Nortman
- CLOSING DATE** : 28 April 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 15/21** : **DEPUTY DIRECTOR: ENTITIES GOVERNANCE SUPPORT REF NO: DOHS/108/2017**
Three years contract
Chief Directorate: Regulatory Compliance Services
- SALARY** : R612 822 per annum (All inclusive of salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognized Degree in Law or Corporate Governance. Application should have 3 to 5 years management experience in Corporate Governance or Governance Support preferably within the public sector. Experience in entities governance oversight will be added advantage. A managerial qualification would be an added advantage. Application should have a good knowledge and understanding of Governance Oversight and Legislative Framework applicable to Public Sector Entities Governance (including but not limited to Public Service Act and Regulations, PFMA and Treasury Regulations and KING IV CODE). Performance Monitoring and evaluation experience with regard to board governance will be an added advantage. The applicants should have strategic capability and leadership and be able to work under pressure. Applicants must be computer literate and possess good communication skills.
- DUTIES** : The successful candidate will be responsible: To establish Human Settlements Entities Boards. The Development and monitoring of Shareholders Compacts/Mandates. To monitor Human Settlements Entities' Boards practices. The Administration and management of the Sub-Directorate.
- ENQUIRIES** : Mr J Sebola Tel no: (012) 444 9114
- POST 15/22** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGULATORY COMPLIANCE REF NO: DOHS/109/2017**
Three Years Contract
Chief Directorate: Regulatory Compliance Services
- SALARY** : R211 194 per annum + 37% In Lieu of Benefits
- CENTRE** : National Office Pretoria
- REQUIREMENTS** : An 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; organising 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 ES Motsepe, Tel no: (012) 444 9119