

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply

- APPLICATIONS** : The Director-General: National Department Of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand Delivery: 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001
- FOR ATTENTION** : MS N Nortman Tel no: (012) 444-9115
- CLOSING DATE** : 29 September 2017
- NOTE** : All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. 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. 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 37/12** : **ASSISTANT DIRECTOR: ORGANISATION DESIGN REF NO: DOHS/119/2017**
(3 years employment contact)
Branch: Corporate Services
Chief Directorate: Human Resources
- SALARY** : R334 545 per annum plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates should be in possession of an appropriate National Diploma/ Bachelor's degree in Management Services with 3 years of experience within the Organisation Development/ Design field. Candidates must be in a possession of a job analysis training certificate (Equate or Evaluate). Candidates must have in-depth understanding of: organisation design tools and processes; Public Service job evaluation processes; business Process Mapping/ Modelling; crafting of job descriptions. Candidates must have the knowledge of the following: Public Service Regulations, 2016; Public Service Act; legislatives/ policy prescripts/ Collective Agreements governing organisation design, and job evaluation. Candidates should portray the following competencies: good communication skills, change

		management, influencing skills, service delivery innovation; people management, policy analysis and development, and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), GroupWise, Orgplus, and Visio.
<u>DUTIES</u>	:	Facilitate the development and review of the service delivery model. Conduct organisational structure review and redesign processes. Conduct workload analysis. Conduct job evaluation. Facilitate verification of job adverts against job description.
<u>ENQUIRIES</u>	:	Ms E Motsepe Tel no: (012) 444-9119
<u>NOTE</u>	:	Representivity: Diversity is promoted. Males and People with Disabilities candidates are encouraged to apply)
<u>POST 37/13</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES PROVISIONING REF NO: DOHS/120/2017</u> (3 years employment contact) Branch: Corporate Services Chief Directorate: Human Resources
<u>SALARY</u>	:	R334 545 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a National Diploma/ Bachelor's Degree in Human Resource Management, any additional higher qualification in Human Resource Management will be an added advantage. Minimum of 3 years supervisory experience in the Human Resource Administration environment, Knowledge of legislation that are governing Human Resources in the Public Service, proven knowledge of PERSAL system and establishment control. Knowledge of Labour Relations, Job Evaluation, Performance Management, and Employee Wellness roles on a day to day operation of Human Resource Provisioning.
<u>DUTIES</u>	:	Facilitate recruitment and selection; implement conditions of service and employee benefits. Authorise transactions on PERSAL and verify payment advice. Identify Human Resource risks and develop service improvement mechanisms in line with the business needs. Ensure a high level of service delivery to line functionaries. Facilitate drafting, revision and implementation of procedures manuals. Update and provide Human Resource personnel management and audit information reports. Compile submission in relation to Human Resource matters. Facilitate implementation of PILIR policy in the department. Ensure credibility of Human Resource information and personnel records. Manage performance of the subordinates in line with performance management and development system
<u>ENQUIRIES</u>	:	Contact Person: Ms E Motsepe Tel no: (012) 444-9119
<u>NOTE</u>	:	Representivity: Diversity is promoted. Males and People with Disabilities candidates are encouraged to apply)
<u>POST 37/14</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: DOHS/121/2017</u> (3 years employment contact) Branch: Corporate Services Chief Directorate: Corporate Support
<u>SALARY</u>	:	R334 545 per annum plus 37% in lieu of benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Candidates should be in possession of an appropriate tertiary qualification (Diploma/Bachelor's degree in Property Management or Public Admin) with 3-5 years of experience within the public sector especially around property and facilities management. Candidates must have in-depth understanding of legislative and policy prescripts governing property and facilities management. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of Public Works Property legislative framework, strategic capabilities and leadership, Programme and Project Management, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation,

Service Delivery Innovation and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), GroupWise.

DUTIES : Coordinate the acquisition and use of office space and official accommodation. Coordinate maintenance of office facilities. Coordinate acquisition and use of parking space in the Department. Manage provision of cleaning services. Manage telecommunications, Switch-Board, Reception, boardroom and Reproduction Services.

ENQUIRIES NOTE : Ms E Motsepe Tel no: (012) 444-9119
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POST 37/15 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL AUDITS AND PROVINCIAL SUPPORT REFERENCE: DOHS/121/2017**
(3 years employment contact)
Branch: Director-General
Chief Directorate: Internal Audit, Risk Management & Special Investigation

SALARY CENTRE REQUIREMENTS : R334 545 per annum plus 37% in lieu of benefits
: Pretoria
: 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/ General Internal Auditor (GIA) will be added advantage. Required knowledge, skills and competencies: Strong 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, 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) Code of Ethics 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 will be an added advantage. Females are encouraged to apply.

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. Assist the Senior Internal Auditor in identifying training and needs and developing a Personal Development Plan.

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