

DEPARTMENT OF HUMAN SETTLEMENTS

- 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: (012)444-9115
- CLOSING DATE** : 13 October 2017
- NOTE** : 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. 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. The short listed candidates will be subjected to technical test assessment. 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. Representivity: Diversity is promoted. Females and People with Disabilities are encouraged to apply)

OTHER POST

- POST 40/05** : **ASSISTANT DIRECTOR: PROGRAMME MONITORING REFERENCE: DOHS/124/2017**
(3 years employment contact)
Branch: Programme and Project Management Unit
Chief Directorate: Programme Monitoring and Evaluation
- SALARY** : R 334 545 per annum + 37% In lieu Benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Applications are awaited from persons who are in possession of a three year degree or equivalent qualification in Social Science/ Statistics/Demography and extensive monitoring experience; Knowledge and experience in monitoring and evaluation system and processes; Good interpersonal, planning, organizing and coordination skills; Knowledge of Government's human settlements programmes; Advance knowledge of Excel package; Information Management Skills, knowledge of Statistics Analysis Packages SPSS etc; Experience in programme evaluation, database management, research and excellent report writing skills; A valid drivers' license

DUTIES

: Monitoring of the implementation and performance of the National Human Settlement Policies, projects and priorities against set targets and approved guidelines, Implementation of the Monitoring and Evaluation Policy and Implementation Framework for the Human Settlements Sector on Provincial and Local Government levels; Implementation of the Project-Level Monitoring process established to: keep track of the implementation of Provincial Business Plans; identify gaps in implementation processes; verify housing products delivered; and maintain an electronic database of monitoring progress; Design data collection instruments and develop methods; Analyse data and compile a report

ENQUIRIES

: Ms N Nortman Tel nr: (012) 444-9115