

**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** : 03 November 2017 @16h00
- 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. 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 POST**

- POST 42/05** : **ASSISTANT DIRECTOR: ORGANISATION DESIGN REF NO: DOHS/126/2017**  
(3 years employment contract)  
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; computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), GroupWise, Orgplus and Visio.

**DUTIES**

: 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.

**ENQUIRIES**

: Ms E Motsepe Tel no: (012) 444-9119

**NOTE**

: Representivity: Diversity is promoted. Males and People with Disabilities candidates are encouraged to apply. This is a re-advertisement. Candidates who previously applied need not re-apply