

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity 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
- CLOSING DATE** : 10 November 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 43/17** : **DEPUTY DIRECTOR: PROGRAMME AND PORTFOLIO PLANNING REF NO: DOHS/127/2017**
Three years contract
Chief Directorate: Programme and Project Planning
- SALARY CENTRE REQUIREMENTS** : R657 558.00 per annum (All inclusive of salary package)
Pretoria
- Appropriate Degree or equivalent qualification; 3 – 5 years' experience on managerial level. Applicants must be in possession of an appropriate Bachelor's degree or equivalent and three (3) to five (5) years' experience in project management and human settlements planning. Previous experience in planning, coordination and management of mega human settlements projects in the public service or transversal experience would be advantageous; Ability to provide a comprehensive analysis of the external sector and internal (Departmental) environments as well as translate this to appropriate forms of advice for various units within the Department so as to inform the overall agenda and strategy of the Department .Ability to work closely as well as communicate clearly with immediate colleagues, the Department as a whole, the various spheres of Government and relevant stakeholders at all levels .The necessary knowledge of the legislation and policies that govern human settlements development, the Human Settlements sector in general including the operation of public housing institutions and the Construction sector Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations and the housing and human settlements policy and legislative environment Good communication, interpersonal and analytical skills; A valid Code B driver's license.
- DUTIES** : the successful candidate will Implement action plans for the Planning and management of HS portfolio; Monitor the implementation of the portfolio performance and report on progress; Administer a data base on relevant information to ensure geographic support for implementation of adopted programmes; Give guidance to Provinces in respect of the implementation of programmes, e.g. the IDP Housing Chapter preparation and support and spatial planning support; Make inputs on the development of measures to support the development of appropriate measures regarding the HS programme and portfolio planning.
- ENQUIRIES** : Ms E Motsepe (012) 444 9119
- NOTE** : (Representivity: Diversity is promoted. Females and People with Disabilities candidates are encouraged to apply)

POST 43/18 : **ASSISTANT DIRECTOR: PLANNING FRAMEWORKS: HUMAN SETTLEMENTS PLANNING: DOHS/128/2017**
 (Three years contract) Chief Directorate: Human Settlements Planning

SALARY CENTRE REQUIREMENTS : R334 545.00 per annum + 37% In Lieu of Benefits
 : National Office Pretoria
 : Applicants must be in possession of a relevant and recognized three-year qualification in Social Sciences, such as Development Studies or Public Management; supplemented by at least 3 years' experience in the development of frameworks and guidelines. Experience in working with databases and data analysis will be an added advantage. Sound knowledge of the human settlements sector or built environment. Knowledge of the housing sector legislative framework. Understanding of the Public Finance Management Act (PFMA), Division of Revue Act, and other relevant policies and prescripts. Advanced computer skills are a requirement, especially Excel and Access. Ability to work under pressure and deadline oriented. Skills & competencies: Planning & execution, communication skills (written and spoken), report writing, interpersonal skills, analytical thinking, innovative and creative and problem solving.

DUTIES : The incumbent will be responsible for: Participate in the development and maintenance of human settlements implementation frameworks and instruments. Provide technical support to stakeholders in the human settlement sector on implementation frameworks & instruments. Participate in the consolidation, analysis and preparation of reports and presentations on Human Settlements Business Plans. Analyse and package information from Human Settlements Development Plans based on requests from customers and disseminate.

ENQUIRIES NOTE : Ms ES Motsepe, Tel No: (012) 444 9119
 : Representivity: Diversity is promoted. Females and People with Disabilities candidates are encouraged to apply)