

**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, Females 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, Ruth Mampati Building, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 01 December 2017
- FOR ATTENTION** : Ms Es Motsepe Tel: (012)444-9115
- NOTE** : 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. 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. Applicants Will Be Expected To Subject Themselves To A Comprehensive Assessment Programme As Part Of The Selection Process 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.

**OTHER POSTS**

- POST 47/21** : **DEPUTY DIRECTOR: MACRO POLICY REF DOHS/129/2017(3 YEARS EMPLOYMENT CONTRACT)**  
Branch: Hs Delivery Frameworks  
Chief Directorate: Operational Policy Frameworks
- SALARY** : R657 558 per annum all inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree in Human and Economic Sciences or National Diploma. Three (3) years management experience within policy analysis or development environment. Knowledge of and a good understanding of Human Settlement and housing policies, programme, legislation, guidelines, standards and procedures. Knowledge of Social and Economic Policies. Ability to conduct SEIA and economic research. Knowledge of policy making process. Knowledge of Human Settlements development. Must have negotiations and inter-personal skill.

Good verbal and written communication skills. Well-developed communication and inter-personal skills. Computer user knowledge and literacy (MS Word, MS Power Point, MS Project). Must have a driver's licence

**DUTIES** : Contribute to the development of policy foundations and review of macro policy. Advocate, support and promote implementation of macro policies. Coordinate inputs from key stakeholders in responding to draft macro policies and legislation. Participate in policy debates and forums. Provide coordination support on Socio Economic Impact Coordinate policy responses in relation to macro policy. Manage Human and Financial Resources

**ENQUIRIES** : Contact Person: Mr J Sebola (012) 444-9114

**POST 47/22** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF DOHS/130/2017 (3 YEARS EMPLOYMENT CONTRACT)**  
Branch: Human Settlements Delivery Frameworks  
Chief Directorate: Operational Policy Frameworks

**SALARY** : R657 558 per annum all inclusive  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree in Human and Economic Sciences or National Diploma in Public Policy and Development Studies. A three (3) years management experience within policy development and review field Extensive knowledge and a good understanding of government's human settlements and housing policies, programmes, legislation, guidelines, standards and procedures. Knowledge Socio and Economic Policies. Ability to conduct Economic research. Knowledge of policy making process. Knowledge of Human Settlement development programmes. Demonstrable experience in public policy development. Must have good negation and inter-personal skills; Well-developed communication and inter-personal skills. Good verbal and written communication skills. Extensive computer user knowledge and literacy (MS Word, MS Excel, MS Project). Must have a drivers licence

**DUTIES** : Conduct research and investigations and write reports on policy briefs. Develop and review human settlement policy programmes and consult stakeholders. Develop and review Human Settlements policy implementation guidelines. Coordinate responses related to developed policy programme guidelines and or policy related matters. Participate in policy debates and forums. Manage human and financial resources.

**ENQUIRIES** : Contact Person: Mr J Sebola (012) 444-9114

**POST 47/23** : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF: DOHS/131/2017 (3 YEARS EMPLOYMENT CONTRACT)**  
Branch: Human Settlements Delivery Frameworks  
Chief Directorate: Operational Policy Frameworks  
Directorate: Policy Development.

**SALARY** : R334 545 per annum plus 37% in lieu of benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The ideal candidate must have: An appropriate recognised Bachelor's degree or equivalent qualification in Public Policy and Development studies. A minimum of 3 years' research experience within the policy development and or review field. The ability to build strong client relationships. Social and economic research skills. Sound knowledge of government's human settlements and housing policies, programmes, legislation, guidelines, standards and procedures. Good communication skills (written and verbal). Computer Literacy. Driver's licence.

**DUTIES** : Participate in the policy development process. Conduct research and investigations to support the policy making process. Draft new human settlement and housing policy guidelines. Draft responses to policy review queries/ enquiries and facilitate the other policy review functions that might arise.

**FOR ATTENTION** : Noelien Nortman  
**ENQUIRIES** : Ms N Nortman Tel No (012) 444-9113