

## 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, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Department of Human Settlements, 260 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0002
- FOR ATTENTION** : ES Motsepe
- CLOSING DATE** : 04 May 2018
- 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 15/30** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING AND CONTROL REF NO: DOHS/08/2018 (3 YEARS EMPLOYMENT CONTRACT)**  
Branch: Chief Operations Officer  
Chief Directorate: Enterprise Architecture  
Directorate: Monitoring and Control
- SALARY** : R657 558 All-inclusive salary package per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The ideal candidate must have: An appropriate recognised Bachelor's degree or equivalent qualification in Public Administration. Minimum 3-5 years' experience on managerial level as well as training in the field of strategic planning and development, performance monitoring and or in depth knowledge of prescripts, policies and practices in Monitoring and Control field. Familiarity with Housing and Human Settlements delivery environment. In depth knowledge of the prescripts, policies and practices in performance monitoring and evaluation, broad knowledge of Government development objectives and business processes, and PFMA and

relevant legislative prescripts. Skills and Competencies: Excellent Analytical and problem solving abilities. Good investigative skills. Good planning and organising skills. The ability to influence and negotiate. Good people management and leadership skills.

**DUTIES** : Coordinate the provision of technical support on timeous/ accurate monitoring of the implementation of approved plans at allocated branches/programmes. Coordination and provision of technical support on timeous/accurate monitoring of the implementation of the departmental approved plans and in accordance with the framework principles. Validate and ensure alignment of programme managers' verification statement against programme performance reports and performance agreements. Analysis and compliance of performance reports in line with legislative prescripts inclusion timeous submission to the relevant authorities and the oversight bodies.

**ENQUIRIES** : Mr P Mveli (012) 444-9118  
**NOTE** : Representivity: Diversity is promoted Male and People with Disabilities are encouraged to apply

**POST 15/31** : **ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL REF NO: DOHS/07/2018 (3 YEARS EMPLOYMENT CONTRACT)**  
Branch: Chief Operations Officer  
Chief Directorate: Enterprise Architecture  
Directorate: Monitoring and Control

**SALARY** : R334 545 + 37% lieu benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have a National Diploma / B degree in Public Management / Administration or Business process Plus 3 years' experience in the Performance Monitoring field; understanding and application of the relevant Public Service legislative framework. Knowledge and experience in strategic planning and performance monitoring and evaluation. Experience in computer applications and information management. Valid driver's license will be an added advantage. Skills and competencies: Performance Monitoring, evaluation & control; development and maintenance of database, problem solving, analytical, presentation, facilitation, coordination, interpersonal, research, report writing, innovative and good communication skills (verbal and written). Broad knowledge of Government development objectives, extensive computer literacy, ability to work independently, under pressure and meet deadlines.

**DUTIES** : The successful candidate will be responsible for: Provide technical support on timeous/ accurate tracking of progress on the implementation of the approved plans within branches/ programmes. Compile the departmental performance report in line with the legislative prescripts. Conduct analysis of programme performance information on implemented approved plans/ (Including coordinating submission of branch performance information) (Quarterly, Mid-term and Annual Performance reports). Coordinate compliance related activities in line with the statutory prescripts-frameworks and legislation within the department. Validate and align Programme Managers' verification statements against programmes performance reports and performance agreements.

**ENQUIRIES** : Ms ES Motsepe (012) 444-9119  
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