

**DEPARTMENT OF HUMAN SETTLEMETS**

- 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 KC Tshabalala Tel No: (012)444-9114
- CLOSING DATE** : 29 June 2018
- 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 POST**

- POST 24/33** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM AND HUMAN RESOURCE DEVELOPMENT REF NO: DOHS/16/2018**  
Three Years Contract  
Branch: Corporate Services  
Chief Directorate: Human Resources
- SALARY** : R334 545 per annum + 37% in lieu Benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Bachelor's Degree/National Diploma in HR or HRD with at least 3 years' experience in PMDS and HRD. The following will serve as requirements: Public Service Regulations, thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL Knowledge; Knowledge of the Skills Development Act; Skills Development Levies Act; HRD Directives and Prescripts. Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills and facilitation & presentation skills.
- DUTIES** : Management and coordination of the effective implementation of the performance management system; Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary; Manage and analyse data on performance agreements filed and appraisals concluded and produce reports; Facilitate Moderating Committee (MC) meetings and logistics. Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts; Advice the department regarding compliance to the 1.5 % of total compensation allocated for performance bonuses.
- ENQUIRIES** : Ms KC Tshabalala Tel No: (012)444-9114
- NOTE** : Representivity: Diversity is promoted. Females and People with Disabilities candidates are encouraged to apply)