

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity 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 N Nortman, Tel No: 012 444 9115
- CLOSING DATE** : 28 September 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 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. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. 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 37/14** : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/36/2018**
3 Year Contract
Chief Directorate: Human Resources
Directorate: Human Resource Provisioning
- SALARY** : R697 011 per annum (all inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate recognised Bachelor's degree/ National Diploma in Human Resource Management, with a minimum of three years managerial experience; Knowledge of Public Service Human Resources processes and systems, the PERSAL System. Understanding and application of legislation frameworks that are governing the Human Resource in the Public Service and other employment legislations. Good interpersonal, communication skills; display professional conduct as required from Human Resource Managers in the Public Service, leadership and team player, understanding of PILIR policy and procedure, ability to understand and implement an integrated approach towards human resources; Management Capabilities; and Computer literacy.
- DUTIES** : Coordinate recruitment, selection, appointment and other life cycle events of employees. Manage compensation and implementation of conditions of service of employees. Manage HR personnel records. Manage Persal and post establishment. Manage SLAs with recruitment agencies, SAQA and SOMA. Manage resources allocated to the Sub-directorate: HRP
- ENQUIRIES** : Mr MC Ramalepe Tel No: (012) 444 9113
- NOTE** : Male candidates and people with disabilities are encouraged to apply