

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** : 26 October 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 41/22** : **DEPUTY DIRECTOR: ORGANISATION DESIGN REF NO: DOHS/42/2018**
3 Year Contract
Chief Directorate: Human Resources
Directorate: Human Resource Administration Provisioning
- SALARY** : R697 011 per annum (all inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates should be in a possession of National Diploma/ Degree in Management Services/ Operations Management/ Industrial Engineering/ Production Management/ Human Resource Management with 3 years management experience within the Organisation Development/ Design field. Candidates must be in a possession of a compulsory job analysis training certificate (Equate or Evaluate). Candidates must have in-depth understanding of: organisation design tools and processes; Public Service job evaluation processes; business Process Mapping/ Modelling; crafting of job descriptions. Candidates must have the knowledge of the following: Public Service Regulations, 2016; Public Service Act; Directives/ Circulars/ Collective Agreements governing organisation design, and job evaluation. Candidates should portray the following competencies: good communication skills, change management, influencing skills, service delivery innovation; people management, policy analysis and development, and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), GroupWise, Orgplus, Visio.
- DUTIES** : Coordinate the development and review of the service delivery model. Coordinate organisational structure review and redesign processes, and upkeep of approved organisational structure. Coordinate work study and workload analysis. Coordinate

ENQUIRIES
NOTE

- job evaluation. Coordinate verification of job adverts against job description.
- Manage resources allocated to the Sub-Directorate: OD.
- : Mr MC Ramalepe Tel No: (012) 444 9113
- : Male candidates and people with disabilities are encouraged to apply