

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Must be forwarded to: Basadzi P.O Box 394, Menlyn, 0063 or hand deliver at: 642 Cnr Olivia Street and Jacqueline Drive, Garsfontein, Pretoria East.
- FOR ATTENTION** : Ms N Nortman
- CLOSING DATE** : 09 November 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.

MANAGEMENT ECHELON

- POST 43/16** : **CHIEF DIRECTOR: PROGRAMME IMPLEMENTATION FACILITATION REF NO: DOHS/39/2018**
3 Year Contract
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation
- SALARY** : R1 189 338 per annum (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification in Project Management plus 5 years of experience at senior managerial level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies; Knowledge and understanding of policy, legislative and regulatory framework of the state and government. The PFMA and Treasury regulations. Good conflict resolution skills are essential, coupled with project and contract management skills. Good knowledge of project and reporting skills will be an added advantage.
- DUTIES** : Provide program and project delivery management systems, through promotion the Project Process Guide and evaluate Provincial Business Plans; Provide direction and coordinate the delivery of implementation support for the upgrading of informal settlements; Manage the development of informal settlement capacity building programs; Provide direction and coordinate the delivery of implementation support to

provinces and municipalities for human settlement programs; Provide regulatory support, oversight of the Rental housing & Community driven housing initiatives sectors and dealing with tenant protection issues. Management of risks in above programs and the mitigation thereof. Manage the budget and human resources with the Chief Directorate.

ENQUIRIES : Mr C Ramalepe Tel No: 012 444 9113
NOTE : Female candidates and people with disabilities are encouraged to apply

POST 43/17 : **DIRECTOR: MONITORING AND EVALUATION REF NO: DOHS/40/2018**
3 Year Contract
Chief Directorate: Programme Monitoring and Evaluation
Directorate: Programme Monitoring

SALARY : R1 005 063 per annum (all inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Appropriate recognized Bachelor's degree/ National Diploma in in Social and/or Economic Science, Built Environment, with a minimum of five years' experience at a middle /senior managerial level. Knowledge of Operationalization of strategic thinking into meaningful and sustainable results is essential. This ability will have to be applied in giving the oversight and guidance in promoting human settlements. Understanding and knowledge of government-wide Monitoring and Evaluation Programme is essential. The applicant must have good interpersonal and communication (written and verbal) skills.

DUTIES : Monitor, evaluate and report on planning, implementation and performance of National Housing Policies and Programmes. Monitor, evaluate and report on service delivery processes. Monitor, evaluate and report on appropriate occupancy.

ENQUIRIES : Mr. MC Ramalepe Tel No: (012) 444 9113
APPLICATIONS : Must be posted to PO Box 11506, Tiegertpoort, 0056, via email: dohs@ursonline.co.za.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900
NOTE : Male candidates and people with disabilities are encouraged to apply.

OTHER POSTS

POST 43/18 : **CHIEF TOWN AND REGIONAL PLANNER, GRADE A REF NO: DOHS/41/2018**
(Three year Contract)
Branch: Human Settlements Strategy and Planning

SALARY : R854 154 – R976 635 per annum (All inclusive package) (Appointment will be based on years of experience gained after registration based on the applicable Occupational Specific Dispensation)

CENTRE : Pretoria
REQUIREMENTS : Applicants must have a B degree in Urban/ Town and Regional Planning or relevant qualification. Six years post qualification professional experience required. Valid driver's license Compulsory registration with SACPLAN. Applicant must also be competent in the following: Programme and project management, T & R principals and methodologies, research and development, computer-aided applications, T & R knowledge of legal compliance, creating high performance culture, technical consulting, and professional judgement. Applicants must display the following generic competencies: good decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication skills, computer literacy, delegation and development of others, planning and execution, ability to manage conflict, problem solving and analysis, insight, people management skills, change management.

DUTIES : The successful candidate will be responsible for: future forecasting (which will include: Estimates the future needs for housing, business and industrial sites, community facilities and open spaces in order to meeting the needs of expansion and renewal; lead and direct the projections for future needs in traffic and transportation to inform appropriate town and regional planning; lead and manage the application of town and regional planning principals in land development, provide technical assistance to professional teams on all aspects regarding town and regional planning projects; ensure adherence to legal issues and requirements involving community development and changes in housing and building codes; monitor the implementation of development in

compliance with applicable legislation and town and regional planning standards and guidelines; formulated and interpret planning legislation, guidelines, policies and regulations; management site clearance standards as agreed with Project managers, Planning and design of sustainable human settlements; compilation of spatial development frameworks (SDF) (as part of the IDP processes). Financial Management: Ensure the availability and management of funds to meet the MTEF objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principals; allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; compile risk logs and management significant risks according to sound risk management practise and organisational requirements; manage and implement knowledge sharing initiatives eg: short-terms assignments and secondments within and across operations; People Management: manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base according to the organisational needs and requirements; manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. MC Ramalepe Tel No: (012) 444 9113
APPLICATIONS : Must be posted to PO Box 11506, Tiegerpoort, 0056, via email: dohs@ursonline.co.za.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900
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POST 43/19 : **DEPUTY DIRECTOR: PROJECT RESOURCING REF NO: DOHS/43/2018**
 3 Year Contract
 Branch: Programme and Project Management Unit
 Chief Directorate: Programme and project Planning

SALARY : R697 011 per annum (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must have an appropriate three (3) year degree/national diploma in Project Management required to perform the job and not personal qualification plus 3 -5 years appropriate managerial experience. The successful applicant must have Good written and verbal communication skills Computer literacy; Good analytic and problem solving skills; Prescripts policies and practices; the candidate must be Client orientated/ customer focused with good people management skills; must have a valid driver's license. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Knowledge and understanding of financial prescripts and practices.

DUTIES : Formalizing of build and environment frameworks and standards. Evaluate the compliance with frameworks and standards and recommend remedial measures. Develop and implement measures for the provision of project management resources. Develop and implement guidelines to regulate and direct project funding streams. Monitor and evaluate project funding streams. Promote the development and implementation of remedial measures.

ENQUIRIES : Mr. MC Ramalepe Tel No: (012) 444 9113
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
NOTE : Female candidates and people with disabilities are encouraged to apply.