

## 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** : P O Box11506, Tiegerpoort, 0056, via email: [dohs@ursonline.co.za](mailto:dohs@ursonline.co.za) or via fax: 086 654 1819
- FOR ATTENTION** : URS Response
- CLOSING DATE** : 16 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 1<sup>st</sup> 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. Please note that this is a re-advertisement, candidates who previously applied need not re-apply.

## MANAGEMENT ECHELON

- POST 44/14** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DOHS/38/2018**  
3 Year Contract
- SALARY** : R1 189, 338 per annum (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate degree or equivalent qualification which may include Law, Administration and/or in the Housing and Human Settlements disciplines and/or relevant NQF equivalent. The applicant must have at least five (5) years' experience and exposure at a senior strategic and operational management 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. It is essential that the successful applicant is ICT literate. 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.
- DUTIES** : The successful candidate will: Lead and manage the administrative responsibilities and accountability for efficient and effective strategic and operational decision making of the Department; the review, establishment and maintenance and management of efficient strategic, operational and administrative decision making systems in the Office of the Director-General and/or Department. Manage

provision of executive, secretarial and logistical support for the Office of the Director-General. Manage and oversee the administrative and operational interface between the Department, Ministry, Parliament and Cabinet. Manage the provision and support for the efficient and effective Human Settlements. Manage and assist in the coordination, implementation and achievement of the objectives of the Departmental intergovernmental framework including the Forum Of South African Directors-General and Cabinet Cluster Management requirements; Manage the development and implementation of the strategic, operational, financial and human resources plans of the Unit. Manage the functional administrative support of the Office of the Director-General; Provide Executive administrative support including strategic operational advice to the Director-General as maybe required. Effectively manage the linkages and liaison of the Office of the Director-General with the Office of the Minister/s; Provide quality assurance and oversight on documentation including correspondence, submission and memoranda; Provide support to ensure effective operational and business planning processes within the Department; Ensure and oversee the strategic, annual and operational for the unit; Manage the human resources and personnel of the unit.

**ENQUIRIES**  
**NOTE**

- : Charles Ramalepe, Tel: (012) 444-9113
- : Female candidates and people with disabilities are encouraged to apply.