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: Basadzi, PO Box 394, Menlyn, 0063 or hand deliver to 642 Cnr Olivia Street and Jacqueline Drive, Garsfontein, Pretoria East.
FOR ATTENTION: Ms Duduzile Maria Ntuli
CLOSING DATE: 24 May 2019 @ 16:00
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 shortlisted 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 shortlisted 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. All shortlisted candidates will be subjected to a technical exercise in order to test and measure relevant practical, theoretical and technical application of the applicants required skill set related to elements of the job. The logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 to re-apply.

MANAGEMENT ECHELON

POST 16/23: CHIEF DIRECTOR: EXECUTIVE SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DOHS/01/2019

SALARY: R1 189 338 – R1 422 012 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 six (6) 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 an 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**: Charles Ramalepe Tel No: (012) 444-9113

**NOTE**: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

**POST 16/24**: CHIEF DIRECTOR: ENTERPRISE ARCHITECTURE REF NO: DOHS/02/2019

Chief Directorate: Enterprise Architecture

Branch: Chief Operations Officer

**SALARY**: R1 189 338 – R1 422 012 per annum (all-inclusive salary package)

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of an appropriate qualification relevant to Human Settlements and/or Housing Strategy, Planning, Funding, Development, Monitoring, Compliance, Performance Management and Reporting. An undergraduate and/or postgraduate qualification in the Built Environment, Legal, Administrative and/or Humanities is required with a minimum of six (6) years’ experience at a senior managerial level. Relevant experience and track record in strategy, strategic planning and performance management is required and knowledge, expertise and understanding of government and state strategy, policies, legislation and regulations related to monitoring and reporting will be considered a strength and advantage. The preferred candidate must have the following skill set: executive, result focused, quality and content orientated leadership and management ability and maturity, Research and strategic planning experience, knowledge of development prescripts, policies and practices, excellent communication skills, both verbal and written. Relevant people and financial management experience and oversight. A strong commitment to state and citizen development in the field of housing and human settlements.

**DUTIES**: Lead, manage, develop, monitor and report on the required sector and departmental strategy, strategic, annual and operational performance plans in accordance with the approved Human Settlement and Housing Sector Strategy as required and contained in the Constitution, the National Development Plan, the Government Medium Term Strategic Plans and Mandates. Manage, develop, monitor, oversight and report on the Departmental Service Delivery Improvement Plan in line with the Public Service Regulations 2001, Part III as amended. Lead, manage, develop and performance manage the departmental efficiency and performance improvement plans and scorecards. Oversee the facilitation for the implementation of the relevant strategic, operation and performance plans and the
provision of technical support in this regard. Manage and oversee required performance assessment frameworks and evaluations for monitoring the implementation of the key performance areas. Lead, manage and oversee the required unit’s human resources, personnel, finances, administration, policy, legislative and regulatory compliance. Provide the required support and assistance to the Executive and Accounting Officers of the Department related to strategy, strategic, annual and operational planning, compliance, monitoring and reporting.

ENQUIRIES
NOTE
: Mr C Ramalepe Tel No: (012) 444-9113
Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 16/25
: CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: DOHS/03/2019
Branch: Project Programme Management Unit

SALARY
CENTRE
: R1 189 338 – R1 422 012 per annum (all-inclusive salary package)
Pretoria

REQUIREMENTS
: Applicants must be in possession of a bachelor’s degree in Social and/or Economic Science, Built Environment or equivalent qualification, with at least six (6) years’ experience at senior management level. A Project management qualification will be an added advantage. 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
: Managing and monitoring, evaluating and assessing project and programme planning and implementation processes in all provinces. This will include the following: Enhance effective service delivery techniques through constant monitoring and evaluation; Manage, monitor and evaluate DHS Programmes by continuously assessing performance against set objectives; Manage and coordinate reporting instruments and tools for compliance and performance; Ensure the institutionalisation of corporate governance values across the institution; Monitoring the performance of government’s programme in relation to the Construction Industry, Rental Social Housing, and Informal Settlement Upgrades, the use of Alternative Building Technology in housing and Transformation in the sector. Managing the development, compiling of monitoring and statistical reports and publications on housing delivery through EPWP programme, job creation and entrepreneurial development programmes. Managing the tracking of project implementation processes against set milestones and targets, resources and time frames. Managing the compilation of evaluation reports on the impact of housing policies and programmes, job creation and entrepreneurial development programmes. Managing the tracking of project implementation processes against set milestones and targets, resources and time frames in the provinces. Liaising with provincial, national and international stakeholders in order to obtain information on the latest developments with regard to monitoring and evaluation. Overall management and accountability of the staff in the component to ensure the effective and efficient utilisation of resources, filling of vacant posts, induction of new employees, expenditure against personnel budget, management of the performance of staff in the component, leave, grievances and disciplinary processes, training, mentoring and career management plans, team building.

ENQUIRIES
NOTE
: Mr C Ramalepe Tel No: (012) 421 9113
Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 16/26
: CHIEF DIRECTOR: PROGRAMME IMPLEMENTATION FACILITATION REF NO: DOHS/04/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation

SALARY
CENTRE
: R1 189 338 – R1 422 012 per annum (all-inclusive salary package)
Pretoria
REQUIREMENTS: Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification in Project Management plus six (6) 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 within the Chief Directorate.

ENQUIRIES: Mr C Ramalepe Tel No: 012 444 9113

NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply

POST 16/27: CHIEF DIRECTOR: HUMAN SETTLEMENTS PLANNING REF NO: DOHS/05/2019
Branch: Programme and Project Management Unit
Chief Directorate: Human Settlements Planning

SALARY: R1 189 338 – R1 422 012 per annum (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: The position is available for a person in possession of an appropriate Bachelor’s Degree in Planning, Engineering and related disciplines in the built environment or equivalent qualification as well as minimum of six (6) years’ experience at senior management level in the human settlements, housing and/or built environment. The candidate must have a clear understanding of the human settlements, housing and built environment and an added advantage would be knowledge and experience of strategic and operational management of planning, funding, implementation and monitoring of targets, outputs and outcomes in built environment. The incumbent will be required to provide strategic leadership, management, co-ordination and administration in the development, innovation, application, maintenance, monitoring and evaluation of national human settlements and housing programme and project planning, funding and implementation, legislation, policies, plan and implementation frameworks. The successful candidate will be required to lead, develop and build coalitions, networks and partnerships in the development, implementation and monitoring of necessary required frameworks to ensure that the Department is able to achieve its mandate from relevant funding sources. Good programme and project management skills, knowledge, understanding and experience will be required of the successful candidate including the ability to develop strategies, manage and operationalize plans and frameworks and the implementation thereof. Good administrative and organisational skills. Good knowledge of the PFMA and other relevant legislation. The ability to build and maintain sound interpersonal relations. Proven skills in both written and verbal communication and the ability to work under pressure in a rewarding but demanding environment. A valid driver’s license is also required.
DUTIES: The successful candidate will be responsible for: The strategic and operational management of the devising, creation, innovation and development of the required human settlements and housing planning frameworks and instruments as required and consistent with the mandate as required in terms of legislation, policy, regulations and development objectives of the Department. Ensure that the Department achieves intergovernmental, sector and societal planning alignment, outputs, targets and outcomes as consistent with the National Development Plan, Strategic and Annual Performance Plan and Medium Term Strategic Framework of Government and Department. Manage the strategic operations of the Department related to macro intergovernmental and sector planning for the application of government funding for human settlements and housing. Provide strategic and operational development, implementation and application of human settlement and housing development planning frameworks at national provincial and municipal level and with private sector partners and community. Provide policy, implementation, monitoring and evaluation support related to the Department strategic planning outcomes. Manage and provide leadership for the Chief Directorate including human resource, financial and administrative management of the Unit. Performing priority tasks as required by the Director-General.

ENQUIRIES: Mr C Ramalepe Tel No: (012) 444-9113

NOTE: Representivity: Diversity is promoted. Female candidates and People with Disabilities are encouraged to apply