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, Ruth Mompati Building, Sunnyside, Pretoria, 0001.

FOR ATTENTION: Ms N Nortman Tel No: 012 444 9115

CLOSING DATE: 27 September 2019 at 16h00

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 within 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 process.

OTHER POSTS

POST 33/87: OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/13/2019

Branch: Chief Financial Officer

SALARY: R733 257 per annum (Level 11) (all-inclusive salary package)

CENTRE: Pretoria

REQUIREMENTS: Potential candidates for the position should be in possession of a 3 (three) year tertiary qualification plus 3 years proven relevant management experience. Knowledge and understanding of PFMA, administration principles and Batho-Pele principles. The applicant should be computer literate (MS Word, MS Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.

DUTIES: The successful candidate will be responsible for providing administrative support to the DDG and ensure effective and efficient operations of the Chief Financial Officer Branch; Ensure proper and cost-effective management of the resources of the Branch; Develop and maintain an effective documents flow system; Provide admin support in relation to the Performance Reports and collation of the Portfolio of Evidence; Establish and maintain appropriate internal controls and reporting systems; Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Collate responses for parliamentary questions and submit to parliamentary officer.
ENQUIRIES : Mr J Sebola Tel No: (012) 444 9114
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 33/88 : OFFICE MANAGER TO DEPUTY DIRECTOR-GENERAL: HUMAN SETTLEMENT DELIVERY FRAMEWORKS REF NO: DOHS/17/2019
Branch: Human Settlements Delivery Frameworks

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification plus 3 years proven relevant experience and exposure to policy development processes (an exposure in housing, human settlements and or the built environment will be an added advantage). Knowledge and understanding of PFMA, administration principles and Batho Pele principles. The applicant should be computer literate (MS Word, MS Excel, MS PowerPoint, Email and Internet) and also have advanced typing skills, good interpersonal relations skills, good telephone etiquettes, analytic skills, planning and organising skills, basic project management skills, communication skills (both written and verbal), event organization and management skills, experience and knowledge of government budgeting processes (Financial Management skills) as well as networking skills. Personal attributes relevant to this position includes innovation and creativity, as well as ability to work under pressure.

DUTIES : The successful candidate will be responsible for providing administrative support to the DDG and ensure effective and efficient operations of the Chief Financial Officer Branch; Ensure proper and cost-effective management of the resources of the Branch; Develop and maintain an effective documents flow system; Provide admin support in relation to the Performance Reports and collation of the Portfolio of Evidence; Establish and maintain appropriate internal controls and reporting systems; Timely alert the Deputy Director-General of any emerging factors that could negatively affect service delivery outcomes; Collate responses for parliamentary questions and submit to parliamentary officer.

ENQUIRIES : Mr J Sebola Tel No: (012) 444 9114
NOTE : Male candidates and people with disabilities are encouraged to apply

POST 33/89 : DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/18/2019
Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Administration
Sub-directorate: Human Resource Provisioning

SALARY : R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of an appropriate recognised Bachelor’s degree/ National Diploma in Human Resource Management, with a minimum of three to five 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 : The successful candidate will be responsible for coordination of 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. Coordinate HR oversight report for the annual report. 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
POST 33/90 : **DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT & EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (EPMDS) REF NO: DOHS/22/2019**  
Branch: Corporate Services  
Chief Directorate: Human Resource  
Directorate: Human Resource Development and EPMDS

**SALARY** : R733 257 per annum (Level 11) (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidates should be in possession of National Diploma/Degree in Human Resources Management/ Development recognized by SAQA. 3-5 years relevant experience at entry level management (Assistant Director Level)  
Knowledge of the Skills Development Act, Skills Development Levies Act, SAQA Act; HRD Directives and Prescripts ;Knowledge and application of the DPSA Directive of Employee Performance Management and Development System; Knowledge of the Public Service Act and Regulations; Good communication (verbal and written) skills; Analytical skills; Planning and organizing skills; Facilitation and presentation skills; Supervisory skills and A valid driver’s license.

**DUTIES** : Develop and implement HRD & PMDS development programmes; Development and implementation of HRD & PMDS policies, guidelines and strategies. Provide and facilitate administrative support for HRD & PMDS projects and programmes. Implementation and compliance to skills development & PMDS legislation. Co-ordinate and facilitate the effective implementation o f the performance management system. Advice the department regarding compliance to the 1.5% of total compensation allocated for performance bonuses.

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

POST 33/91 : **DEPUTY DIRECTOR: REGISTRY SERVICES REF NO: DOHS/24/2019**  
Branch: Corporate Services  
Chief Directorate: Corporate Support  
Directorate: Registry Services

**SALARY** : R733 257 per annum (Level 11) (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate and SAQA recognised three-year Bachelor's Degree/ Diploma or equivalent qualification Diploma/Degree (NQF Level 6/7) in Public Administration/ Management including Records Management, Archival Studies or Information Management.3-5 years relevant experience at entry level management (Assistant Director level). Must have undertaken the National Archives or Provincial Archives Records Management Course. Valid Driver's License.

**DUTIES** : The successful candidate will be responsible for managing the safe custody and care of current records and provide Registry and messenger services in the Department, including. Manage implementation of approved and compliant records classification systems for current records. Manage conducting of inspections to monitor staff compliance to prescribed records and registry management policies and procedures. Manage the use, safe custody and care of current records. Manage the regulation, receipt and flow of official records and documentation in the department. Manage provision of messenger and courier services. Manage and develop personnel.

**ENQUIRIES** : Ms PZR Dlamini Tel No: (012) 444-9110  
**NOTE** : Male candidates and people with disabilities are encouraged to apply

POST 33/92 : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: DOHS/19/2019**  
Branch: Corporate Services  
Chief Directorate: Human Resource  
Directorate: Human Resource Management  
Sub-directorate: Organisational Design

**SALARY** : R3 76 596 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidates should be in possession of a Diploma/Degree (NQF Level 7) in Management Services/Operations Management/ Human Resource
Management OR any other equivalent qualification in Work-Study/Organizational Development. 3-5 years relevant experience. Job Evaluation certificate is essential. Valid Driver’s License. Candidates must have good knowledge of the Public Service Act, Public Service Regulations, Directive on changes to Organizational Structures by Departments, Batho-Pele Principles, Computer literacy, Communication skills (both written and verbal), Interpersonal skills

**DUTIES**

The successful candidate will be responsible for Administer Job Evaluation process, Administer development and/or review of Job Descriptions, Administer Organisational Design and work-study investigations Administer development and/or review of the Department’s Organisational Structure, Administer the development and/or review of the Department’s Human Resource Plan, Supervise subordinates within the unit

**ENQUIRIES**

Mr J Sebola Tel No: (012) 444 9114

**NOTE**

Male candidates and people with disabilities are encouraged to apply

**POST 33/93**

**ASSISTANT DIRECTOR: FINANCIAL REPORTING:** **REF NO:** DOHS/10/2019

Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Financial Administration and Internal Control
Sub-directorate: Financial Accounting, Division: Financial Reporting

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

Candidates should be in possession of a B com degree or National diploma (NQF level 6/7 as recognized by SAQA) in Finance or Auditing, 3 – 5 years’ experience relevant to the field, Computer literate (Microsoft office), Extensive Knowledge of the PFMA and Treasury Regulations, Extensive Working knowledge of government transversal Systems including BAS. Extensive Knowledge of Modified Cash Standards. Ability to communicate at all levels (written and verbal).The incumbent must also have the ability to work under pressure with good interpersonal skills and analytical problem solving skills.

**DUTIES**

The successful candidate will be responsible for the following: Monitoring and evaluation of project plan for Interim Financial Statements (IFS) and Annual Financial Statements, (AFS).Monitor the co-ordination of inputs requested for the IFS & AFS. Compile Interim Financial Statements. Compile Annual Financial Statements. Review draft response to internal audit queries, external audit queries and parliamentary questions. Provide secretariat support to Financial Statement Forum Meetings. Supervision & staff development.

**ENQUIRIES**

Mr J Sebola Tel No: (012) 444 9114

**NOTE**

Male candidates and people with disabilities are encouraged to apply.

**POST 33/94**

**ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT** **REF NO:** DOHS/16/2019

Branch: Corporate Services
Chief Directorate: Corporate Services
Directorate: Library and Information Services

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

The ideal candidate must have: Relevant three year tertiary qualification in Knowledge Management/ Information Science. Knowledge of key government sector policies, strategies and priorities. Minimum of three (3) – five (5) years’ experience in the field of Knowledge Management. Understanding of Knowledge Management practices, Information Management. Knowledge and understanding of Enterprise Content Management Solution.

**DUTIES**

The successful candidate will be responsible for the following: Facilitate development, review and implementation of Knowledge Management (KM) Strategy through: Benchmarking on best KM practices with both Public and Private sector; Knowledge audit to understand knowledge flow & gaps in the department; Provision of guidance on the development of knowledge information architecture (IA) for development of Knowledge Portal; Identification of sources of historical knowledge within the HS sector and preservation for future research purposes; Identification of Knowledge assets and facilitate for its harvesting through implementing knowledge harvesting tools; Establish and maintain knowledge learning and sharing platforms;
Development and maintenance of knowledge Management Advocacy programmes; Facilitate establishment and maintenance of Knowledge Management Structures; Support the development and implementation of the Business Process Management Framework. Facilitate development of departmental Standard Operating Procedures (SOPs) and Business Processes (BPs) in collaboration with designated KM Champions. Provide support to KM champions in mapping of identified processes and development of SOPs at their respective Chief Directorates.

ENQUIRIES: Mr J Sebola Tel No: (012) 444 9114
NOTE: Male candidates and people with disabilities are encouraged to apply.

POST 33/95: ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/23/2019
Directorate: Special Investigations in the Office of the Director General

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: An appropriate three-year degree or diploma in law, policing or forensic investigations NQF level 6/7 as recognised by SAQA. Knowledge in forensic investigations Knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as the Public Service Anti-Corruption Strategy, etc. Proficiency in verbal and written communication, as well as presentation skills. Policy analysis, formulation and implementation skills. Computer literacy and a valid driver’s licence. The candidate will be subjected to security vetting.

DUTIES: Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and the Sector. Participate and assist in the implementation of anti-fraud and corruption initiatives. Monitor and Evaluate complaints received by the Department.

ENQUIRIES: Mr J Sebola Tel No: (012) 444 9114
NOTE: Female candidates and people with disabilities are encouraged to apply.

Directorate: Internal Audit

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: The ideal candidate must have: A three year tertiary qualification internal audit/Auditing and financial accounting qualification. Minimum of five years internal auditing experience of which three should be at supervisory/management experience. Studying towards CIA or any relevant professional qualification added advantage or General Internal Auditor (GIA). Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Membership of the Institute of Internal Auditors would be added advantage. Ability to use the working paper tool (Teammate) and knowledge of Audit Command Language (ACL) will be added advantage. A valid driver’s licence.

DUTIES: The successful candidate will be required to: Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the internal audit plan. Planning of the audits in line with the approved Internal Audit Methodology and to ensure that the engagement objectives are achieved. Plan the allocation of the assigned audit resources. Document the Audit Program. Conduct audit fieldwork by evaluating the adequacy and effectiveness of risk management, control and governance processes. Assess and analyze data, reports and documents to reach a reasonable conclusion. Gather sufficient, relevant, reliable, and useful evidence to support the work performed. Conclude on the work performed based on the audit objectives and document the audit outcomes. Draft
preliminary audit findings with concise root causes and value adding recommendations. Evaluate the adequacy of management action plans and monitor progress made in implementing them. Contribute to reviews of audit progress and against engagement, operational and strategic plans. Identify areas for improvement and recommend necessary training needs. Assist the Senior Internal Auditor in identifying training and needs and developing a Personal Development Plan.

ENQUIRIES: Mr J Sebola Tel No: (012) 444 9114
NOTE: Female candidates and people with disabilities are encouraged to apply

POST 33/97

ASSISTANT DIRECTOR: PERFORMANCE AUDIT AND AOPI
DOHS/26/2019
Branch: Director-General
Chief Directorate: Internal Audit, Risk Management & Special Investigation
Directorate: Internal Audit

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: The ideal candidate must have: A three year tertiary qualification internal audit/Auditing and financial accounting qualification, Minimum of at least five years internal auditing experience of which three should be at supervisory /management experience. Experience in performance audit and audit of performance information (AOPI). Studying towards CIA or any relevant professional qualification added advantage or General Internal Auditor (GIA). Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritisation skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, strong leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Strategic Plan (audit universe, three-year rolling plan) and General Accepted Accounting Practices and Standards for the Professional Practice of Internal Auditing. Membership with the Institute of Internal Auditors, ability to use the working paper tool (teammate) and knowledge of Audit Command Language (ACL) would be added advantage. A valid driver’s licence.

DUTIES: The successful candidate will be required to: To ensure efficient and effective conducting of performance audits and audits of performance information (AOPI). Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the internal audit plan. Planning of the audits in line with the approved Internal Audit Methodology and to ensure that the engagement objectives are achieved. Ensure performance audits are conducted in accordance with the approved audit methodology and IIA standards. Evaluates systems to identify shortfalls, Development of the planning memorandum/ audit programme. Suggest corrective action; make recommendations, monitor and follow-up. Performs the performance audits and AOPOs in a professional manner, and in accordance with the approved audit programme. Appraising and monitoring the adequacy of the corrective action taken to improve deficient conditions. Comprehensive documentation of the work performed and compliance in to the IIA standards. Verification of the selected sample against the audit procedures. Obtaining correct supporting documentation for the audit findings. Engaging with the line function management to clear audit queries. Comprehensive documentation of the audit findings including management comments and action plan. Highlighting significant audit findings. Preparation of a draft audit report and submission thereof to the supervisor for review and approval. Assist in making oral or written presentations to management during and at the conclusion of an audit. Assist in discussing deficiencies, recommending corrective action, and suggesting improvements in operations. Assist the staff in identifying training and needs and developing a Personal Development Plan (where applicable).

ENQUIRIES: Mr J Sebola Tel No: (012) 444 9114
NOTE: Female candidates and people with disabilities are encouraged to apply
POST 33/98 : SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: DOHS/11/2019
Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Financial Administration and Internal Control
Sub-directorate: Financial Accounting, Division: Financial Reporting

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of a B com degree or National diploma (NQF level 6/7 as recognized by SAQA) in Finance or Auditing, 2 – 5 years’ experience relevant to the field, Computer literate (Microsoft office), Knowledge of the PFMA and Treasury Regulations, Working knowledge of government transversal Systems including BAS. Knowledge of Modified Cash Standards. Ability to communicate at all levels (written and verbal). The incumbent must also have the ability to work under pressure with good interpersonal skills and analytical problem solving skills.

DUTIES : The successful candidate will be responsible for the following: Update and maintain project plan for Interim Financial Statements (IFS) and Annual Financial Statements (AFS). Co-ordinate inputs requested for the IFS & AFS. Assist with the compilation of Interim Financial Statements. Assist with the compilation of Annual Financial Statements. Draft responses to internal audit queries, external audit queries and parliamentary questions. Secretariat of the Financial Statement Forum Meetings.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9273
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 33/99 : CHIEF NETWORK CONTROLLER REF NO: DOHS/12/2019 (X2 POSTS)
Branch: Corporate Services
Chief Directorate: IMS and IT Systems
Directorate: Information Technology System
Sub-directorate: Information Technology Client Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of a University Bachelor Degree or University of Technology National Diploma in Information Technology, 2 - 3 years solid practical experience in LAN/Desktop Support environment preferably in Microsoft and Novell; Knowledge of GroupWise v.12, MS Exchange/Outlook, MS Office Suite 2013, BAS, LOGIS, PERSAL (will be an added advantage); Knowledge on desktop/workstation security, anti-virus and end-point security products; COMPTIA A+, N+, ITIL Foundation certificates (highly recommended); Good understanding of Mobile/Tablet Technology & Operating Systems (e.g. iOS, Android, Windows etc); Good knowledge and understanding of audio visual systems and solutions; Experience at the level of Principal Network Controller (added advantage); Excellent Communication (verbal & written), Customer Service, Planning & Organising Skills, Valid driver’s licence for standby, after-hours and Cape Town offices support.

DUTIES : The successful candidate will be responsible for the following: Provide Information Technology Desktop and LAN Support; IT Projects support and Procurement Technical Assessment; Supervise Staff & Mentoring of Information Technology Interns; Dedicated Executive Management, Parliamentary & Ministerial Support; Provide Information Technology Standby & After-hours Support.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9115
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 33/100 : ORGANISATIONAL DESIGN PRACTITIONER REF NO: DOHS/20 /2019
Chief Directorate: Human Resources
Directorate: Human Resource Administration
Sub-directorate: Organizational Design

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of a Diploma/Degree (NQF Level 7) in Management Services/Operations Management/Production Management/Industrial Engineering/Human Resource Management/Industrial Psychology
OR any other equivalent qualification in Work-Study/Organisational Development. 2 years relevant experience. A certificate in Job Evaluation Analysis from the National School of Government will serve as an added advantage. Good knowledge of the Public Service Act, Public Service Regulations, Directive on changes to Organisational Structures by Departments, Batho-Pele Principles, Computer literacy, good communication skills (both written and verbal), Interpersonal skills.

**DUTIES**

The successful candidate will be responsible to Conduct Job Evaluations. Develop and/or review Job Descriptions. Conduct Organisational Design and work-study investigations. Develop and/or review of the Department’s Organisational Structure. Provide Administrative support to the unit.

**ENQUIRIES**

Ms N Nortman Tel No: (012) 444 9115

**NOTE**

Male candidates and people with disabilities are encouraged to apply.

**POST 33/101**

**ADMINISTRATIVE OFFICER REF NO: DOHS/21/2019**

Branch: Office of the Director-General

**SALARY**

R257 508 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate B-degree/National Diploma or equivalent qualifications. Minimum of three years’ experience in Committee Work, general administrative and logistical services, fair understanding of government policies and prescripts; understanding the functioning of intergovernmental structures that promote cooperative governance as well as Intergovernmental Relations (IGR), good communication skills (verbal and written), administration and organizational skills, ability to meet strict deadlines and work under pressure, analytical skills and leadership skills, computer literacy, exceptional interpersonal skills, valid driver’s license.

**DUTIES**

The incumbent will execute a variety of committee work which include inter alia, organizing meetings of human settlements policy and decision making structures; drafting agendas; preparing meeting packs; recording the proceedings of meetings; compiling minutes; tracking, coordinating and communicating decisions of meetings to members. Providing a variety of administrative and logistical support services including drafting memoranda, letters and reports, compiling and maintaining the database of decisions of meetings, maintaining the meetings serviced register; supervising subordinates.

**ENQUIRIES**

Ms N Nortman Tel No: (012) 444 9115

**NOTE**

Female candidates and people with disabilities are encouraged to apply. The selection process will involve subjecting candidates to a competency test in the form of minute writing.