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: SMS Posts: P O Box 394, Menlyn, Pretoria, 0063 or 642 Olivia Street, Jacqueline Drive, Garsfontein East, Pretoria, 0081: For Attention: Duduzile Maria Ntuli

Lower Level Posts: 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: 04 October 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 6 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. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical 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; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

ERRATUM: Kindly note that the post of Assistant Director: Organisational Design with Ref No: DOHS/19/2019 and Organisational Design Practitioner (level 7) with Ref No: DOHS/20/2019 advertised in Public Service Vacancy Circular 33, dated 13 September 2019, the requirements of the posts have been amended as follows: ASD: Organisational Design Candidates should be in possession of a Diploma/Degree (NQF Level 6/7) in Management Services/Operations Management/Human Resource Management OR any other equivalent qualification in Work-Study/Organizational Development. For Organisational Design Practitioner Candidates should be in possession of a Diploma/Degree (NQF Level 6/7) in Management Services/Operations Management/Industrial Psychology/Human Resource Management/Industrial Psychology OR any other equivalent qualification in Work-Study/Organisational Development People with NQF 7 who previously applied need not re-apply, the closing date has been amended to 04 October 2019.
MANAGEMENT ECHELON

POST 34/35 : CHIEF DIRECTOR: LEGAL SERVICES REF NO: DOHS/15/2019
Branch: Corporate Services
Chief Directorate: Legal Services

SALARY : R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must have as a minimum an appropriate post graduate degree in law/LLB. Admitted Attorney/ Advocate Extensive 5 years at senior management level. Advanced skills to management the Chief Directorate and provide support to stakeholders Manage operations to achieve the planned outcomes of the Chief Directorate Applicants must be in possession of strategic capabilities and leadership qualities Applicant must be able to develop strategies and manage the implementation thereof Knowledge and experience with Legal administration as well as court skills will be essential Proven high-level liaison, written and verbal communication will be important Strong focus on service delivery innovation.

DUTIES : Development of subordinate and enforceable human settlement legislation to support national human settlement policy Co-ordinate the provisioning of general legal advice and legal documents The management and coordination of legal contracts, opinions, international agreements, MOU’s and legal advice to stakeholders Draft and amend National Housing Legislation and regulations Manage litigation matters and ensure legal compliance by the Department Responsible management of resources allocated to the Chief Directorate: Legal Services

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 34/36 : CHIEF DIRECTOR: HUMAN RESOURCES REF NO: DOHS/14/2019
Branch: Corporate Services
Chief Directorate: Human Resources

SALARY : R1 251 183 per annum (Level 14) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A relevant undergraduate qualification at NQF level 7 in Human Resource Management or Human Capital as recognized by the South African Qualifications Authority (SAQA).At least 5 years’ relevant experience at a senior managerial level in the Human Resources Environment A postgraduate qualification maybe be an added advantage Strategic capability and leadership Knowledge, understanding and experience of human resource policies and related legislation, functioning of national, provincial and local government, Knowledge, understanding and experience of financial management of human resources policies, payroll administration Knowledge of human resource related standards, practices, processes and procedures Experience in human resource management and competence in human resource management, development, transformation, employee wellness and labour relations Knowledge of personnel provisioning and utilization processes, conditions of services. Knowledge of service benefits and terminations of service Knowledge of structure and strategic and operational functioning of the Department Knowledge of functioning of PERSAL and personnel information systems Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act Must have excellent communication skills - written and verbal Knowledge and understanding of change management, people management, client orientation and customer focused, diversity management and risk management.

DUTIES : Develop, manage and oversee the implementation of policies and procedures in the areas of human resources management within the department to comply with applicable legislation Oversee the management of Human Resources Administration for the Department Oversee the management Organizational Development and Wellness for the Department Oversee the management of Human Resources Development for the Department Oversee the management of Labour Relations Oversee the management of Departmental and Human
Resources records Manage all resources - human, financial, assets within the Chief Directorate to ensure optimally utilization and directed towards meeting the objective of the Directorate Manage the design of a skills matrix for all Department employees Manage training programmes Manage development and building of skilled branches of the Department Establish partnerships with on line organisations of learning Manage the review and reconfiguration of departmental jobs to ensure strategic outcomes are achieved Manage organizational reengineering

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 34/37 : DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/29/2019
Office of the Director-General

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A degree or Advanced Diploma in Law, Policing or Forensic investigations (NQF Level 7 as recognized by SAQA) Any Qualification in Management studies and the registration with the Association of Certified Fraud Examiners (ACFE) will be an added advantage 5 years relevant experience at middle/senior management level (Deputy Director Level) Knowledge in forensic investigations, Case Management and Trends Analysis Knowledge and understanding of legislation administered by the Department such as Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, the Public Service Anti-Corruption Strategy, etc. Proficiency in verbal and written communication, as well as presentation skills. Policy formulation, analysis and implementation skills the incumbent must be assertive and self-driven, innovative, solution orientated and have the ability to maintain a high level of confidentiality Computer literacy and a valid driver’s license. The candidate will be subjected to security vetting

DUTIES : Monitor, analyze and report on business processes and trends. Develop and oversee implementation of anti-corruption measures. Conduct and co-ordinate Special Investigations.

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 34/38 : DIRECTOR: CONTRACT MANAGEMENT REF NO: DOHS/30/2019
Branch: Corporate Services
Chief Directorate: Legal Services
Directorate: Contract Management

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must have: An appropriate Bachelor’s Legal Degree or National Diploma A minimum 5 years’ experience on middle/ senior managerial level. Knowledge of Public Finance Management Act (PFMA) Extensive experience in contract management and administration In-depth knowledge and understanding of the housing environment and housing legislation would be a recommendation. Extensive knowledge and experience in drafting strategic legal documents such as international agreements, legal opinions, service level agreements, etc Strong communication, drafting, strategic, leadership, interpersonal, financial and people management skills A valid Code 8 driver’s license Computer literacy.

DUTIES : Manage the drafting, vetting and review of Contracts, Service Level Agreements and Memorandum of Understandings (MOU’s) on behalf of the Department Manage the execution and evaluation of Departmental Contracts, Service Level Agreements and Memorandum of Understandings (MOUs) Maintain Departmental Contracts, Service Level Agreements and Memorandum of Understandings (MOUs) Develop and implement procedures and policies on Departmental Contracts, Service Level Agreements and Memorandum of Understandings (MOUs) Provide legal advice in respect of tender documents Manage the resources allocated to the Directorate.
ENQUIRIES: Mr C Ramalepe Tel No: (012) 444 9113
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POST 34/39: DIRECTOR: HUMAN SETTLEMENTS LEGISLATIVE FRAMEWORKS AND RESEARCH REF NO: DOHS/31/2019
Branch: Corporate Services
Chief Directorate: Legal Services
Directorate: Human Settlements Legislative Frameworks and Research

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Undergraduate qualification (Diploma/Degree at NQF 7 as recognized by SAQA in Law/LLB/Legal Practices) 5 years’ experience at middle/senior management level Legislative drafting experience will be an added advantage Knowledge of Public Finance Management Act (PFMA) A valid driver’s license Experience in the Constitutional Law and Administrative Law as well as successful completion of a legislation drafting course will be an added advantage Legal Research and drafting skills Advance research skills Problem solving and decision making skills Good communication skills (written and verbal) Project management skills Computer literacy Ability to work under pressure and meet deadlines.

DUTIES: Draft and amend national housing legislation and regulations Identify the need for new or review of Human Settlements legislation and regulations Conduct research and benchmark exercise for new and amended Human Settlements legislation and regulations Manage the development of Human Settlements legislation and regulations Manage the review of Human Settlements legislation and regulations.

ENQUIRIES: Mr C Ramalepe Tel No: (012) 444 9113
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POST 34/40: DIRECTOR: PROGRAMME MONITORING REF NO: DOHS/32/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Monitoring and Evaluation
Directorate: Programme Monitoring

SALARY: R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Appropriate recognized Bachelor’s degree/National Diploma in Social and/or Economic Science, Built Environment, with a minimum of five years’ experience at a middle/senior managerial level A qualification in Monitoring and Evaluation will be an added advantage Knowledge of Operationalization of strategic thinking into meaningful and sustainable results is essential Understanding and knowledge of government-wide Monitoring and Evaluation Programme is essential Experience in monitoring and evaluation system and processes Knowledge of Government’s human settlements programmes Knowledge of statistical analysis packages SPSS, or SAS, STATA, Excel package Experience in research and excellent report writing at a corporate level a valid drivers’ license 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 Provide oversight and guidance in promoting human settlements Implementation of a rigorous approach to monitoring and evaluation, including systems for evaluating performance toward specific goals and objectives. Implementation of a household-level baseline surveys on Human Settlements Programmes including review of tools and survey methodologies; possible training of enumerators and review of data quality and analysis Evaluate the results of the human settlements programs and contribute to periodic evaluations/assessments of specific “pilot” interventions; contribute to dissemination of results to internal and external audiences Contribute to research design and methodology for project-related monitoring and research Use STATA and SPSS software to analyse raw data collected Analyse data and compile reports.

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 34/41 : DIRECTOR: LABOUR RELATIONS REF NO: DOHS/33/2019
Branch: Corporate Services
Chief Directorate: Human Resources
Directorate: Labour Relations

SALARY : R 1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor's Degree qualification in relevant fields of Labour Law, Legal Practices or equivalent qualification at NQF level 7 as recognized by SAQA At least 5 years’ experience at middle/senior management level A valid Driver's License Extensive Knowledge of applicable prescripts including Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Grievance procedures, Batho-Pele Principles Computer literacy, Communication skills, Interpersonal skills, Dispute resolution, Negotiation skills Expert knowledge in Labour Relations issues Good understanding and knowledge of Government priorities including the National Development Plan. Problem solving and decision making skills Good communication skills (written and verbal) Project management skills Computer literacy Ability to work under pressure and meet deadlines.

DUTIES : Manage a healthy Departmental Labour Relations environment, including: Manage facilitation of all Labour Relations cases and activities (grievances, disputes, misconducts, disciplinary processes) in compliance with applicable prescripts, legislative framework, guidelines and processes, including rendering Labour Relations advisory services to both management and employees, and resolution thereof as well as formal disciplinary action Represent Employer at conciliation and arbitration, managing strike actions, including monitor implementation of litigation outcomes Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions Manage matters pertaining to Statutory requirements, e.g. increasing access, providing information, openness and transparency, promote sound employment relationships, report on mandatory labour relations matters. Maintain a mandated database and records of grievances, misconducts and investigations Manage development and implementation of prescribed and compliant labour relations policies and procedures Participate in various internal and external management structures and cross functional activities in the interest of the Department.

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 34/42 : DIRECTOR: HUMAN SETTLEMENT MASTER PLAN REF NO: DOHS/34/2019
Branch: Human Settlement Strategy Planning
Chief Directorate: Human Settlements Strategy
Directorate: Human Settlement Master Plan

SALARY : R1 057 326 per annum (Level 13) (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : A relevant undergraduate qualification (NQF level 6/7) as recognized by SAQA with five years appropriate experience at middle/senior management level The candidate must have developed and proved research knowledge and skills, excellent analytical skills, knowledge of the human settlements sector, internal and national debates regarding human settlements, advanced writing skills, proven project management experience and general managerial experience Ability to analyze issues and trends pertinent to the mandate of the department and the duties attached to the post Advanced skills in the co-ordination and initiation of research assignments as well as the ability to engage in strategy and policy development will be important the candidate must be able to take initiative, demonstrate strategic and leadership capabilities and manage teams and work as part of a team the candidate must have the ability to conceptualize new research
themes, processes, and projects, establish and maintain research networks, stimulate and contribute to debates relevant to human settlements. She must have the ability to communicate clearly with colleagues and various stakeholders at all levels. The ideal candidate must have the necessary knowledge of the political environment, legislation and policies and policies that govern human settlements development, the human settlements sector in general including the operation of public housing institutions, the construction sector, and an understanding of literature pertaining to the development of sustainable human settlements and the economic impact thereof. In addition, applicants must have: the ability to maintain sound interpersonal relations, knowledge of the Public Financial Management Act, Treasury Regulations and the housing and human settlements policy and legislative environment. A valid driver’s license (code 8) the candidate should also be computer literate with sufficient skills and knowledge of Microsoft applications and should be willing to travel. Candidate must be able to work under pressure.

**DUTIES:**
- Facilitate research and analysis in the Human Settlement environment and the identification of critical focus areas to be development and addressed.
- Lead and direct the development of appropriate policies for the establishment of integrated plans.
- Coordinate the integration and expansion of the growth and development plans.
- Direct the implementation of suitable programs and facilitate the cooperation of all stakeholders. Ensure that the implementation and progress of programs are effectively monitored, and that stakeholders are informed.
- Manage the resources of the Directorate. Thus the incumbent should provide direction and support to all aspects and work of the Chief Directorate: Strategy, including design, analysis, report writing and initiating and undertaking responsive research to support policy development and implementation. Providing conceptually and theoretically sound advice to the department and assuming the managerial and leadership responsibilities and duties attached to the post will be expected.

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

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**OTHER POST**

**POST 34/43:**
ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM AND HUMAN RESOURCE DEVELOPMENT REF NO: DOHS/36//2019
Branch: Corporate Services
Chief Directorate: Human Resource Development and EPMDS

**SALARY:**
R376 596 per annum (Level 09)

**CENTRE:**
Pretoria

**REQUIREMENTS:**
Applicants must be in possession of a Bachelor’s Degree/National Diploma in HR or HRD with at least 3 years’ experience in PMDS and HRD. The following will serve as requirements: Public Service Regulations, thorough knowledge and application of PMDS Directives, and Collective Agreements on PMDS, PERSAL Knowledge; Knowledge of the Skills Development Act; Skills Development Levies Act; HRD Directives and Prescripts; Good communication skills (verbal & written), planning and organising skills, computer literacy, supervisory skills and facilitation & presentation skills.

**DUTIES:**
Management and coordination of the effective implementation of the performance management system; Facilitate the quality assurance of the filed performance agreements and provide guidance where necessary; Manage and analyse data on performance agreements filed and appraisals concluded and produce reports; Facilitate Moderating Committee (MC) meetings and logistics; Produce notices, guidelines on latest developments in performance management, and coach officials as well as moderation committee members on the applicable performance management prescripts; Advice the department regarding compliance to the 1.5 % of total compensation allocated for performance bonuses.

**ENQUIRIES:**
Ms N Nortman Tel No: (012) 444 9115

**NOTE:**
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