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: 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: 18 October 2019

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 35/39: OFFICE MANAGER TO DEPUTY DIRECTOR-GENERAL: HUMAN SETTLEMENT DELIVERY FRAMEWORKS REF NO: DOHS/44/2019

Branch: Human Settlements Delivery Frameworks

Re-advert and officials who previous applied should re-apply.

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

CENTRE: Potential candidates for the position must be in possession of a 3 (three) years tertiary qualification plus 3 years proven relevant experience in overseeing the support of a Senior Managers Office responsible for policy development and programme design functions. An extensive 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: Provide an administrative support to the DDG and ensure effective and efficient operations of the Branch in terms of prescripts in the public service and the responsibility of a Branch Manager; 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 Coordination and Performance of
the Branches work, Report writing and preparation of Portfolios 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 the policy and programme environment and related service delivery outcomes; Collate and prepare responses for all formal administrative communication in terms of the organizations managerial integrity including, responding to the Director General, Ministerial and Parliamentary.

ENQUIRIES: Mr J Sebola Tel No: (012) 444 9114
NOTE: Male candidates and people with disabilities are encouraged to apply Please note that shortlisted candidates will be subjected to a short written exercise on the date of the interviews as part of the selection process.

POST 35/40
ASSISTANT DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/45/2019
Directorate: Special Investigations in the Office of the Director General
Re-advert and officials who previous applied should re-apply.

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Candidates should be in possession of an appropriate three-year degree or diploma in law, policing or forensic investigations (NQF level 6/7 as recognized by SAQA). 3-5 years relevant experience in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Protection Measures Act, 1998 as well as 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 license Candidates 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: Ms N Nortman Tel No: (012) 444 9115
NOTE: Female candidates and people with disabilities are encouraged to apply.

POST 35/41
SENIOR SECURITY OFFICER REF NO: DOHS/36/2019
Branch: Corporate Services
Directorate: Security

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Grade 12 certificate or equivalent qualification Registration with PSIRA grade B and a code 08 driver’s license Two to three years relevant experience as a security officer Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985 Good writing and interpersonal skills Ability to take initiative and supervise Security Officers Ability to understand and implement policies, directives and related prescripts in security administration Be prepared to work irregular hours and night shifts Shortlisted candidates will be subjected to pre-employment security screening.

DUTIES: The successful candidates will: Supervise the security functions performed by the security officers, ensuring adherence to or implementation of department security policies and will include: Access control, Safety in the buildings and premises of the department, Authorization of the equipment, document and stores into or out the building or premises and incident/occurrence books/registers, Incidents/occurrence book/registers, Safe keeping of keys Administrative and related functions which will include: Schedule leaves, Draft rosters, shift schedule and overtime, Monitors performance of employees and determine training needs, Report on the effectiveness of security measures and procedures, Coordinate suggestions from internal or external stakeholders Monitor and Maintain security systems which will include: Report faulty equipment/systems, Ensure systems are functioning optimally through scheduled services Support investigations which will include: Identify risks and threats to the security of the department and Provide information regarding incidents to investigating officers.
ENQUIRIES: Ms N Nortman Tel No: (012) 444 9115.
NOTE: Male candidates and people with disabilities are encouraged to apply.

POST 35/42: SUPPLY CHAIN CLERK REF NO: DOHS/37/2019
Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Supply Chain Management
Sub-directorate: Orders and Payments

SALARY: R173 703 per annum (Level 05)
CENTRE: Pretoria

REQUIREMENTS: Candidates must be in possession of a grade 12 certificate with at least one (1) year appropriate experience Good interpersonal skills and communication (both written and verbal) Ability to work under pressure Computer literacy is essential. Knowledge of Treasury Regulations, Public Finance Management Act, Supply Chain Management Framework, and Preferential Procurement Policy Framework Act will be an added advantage LOGIS and BAS.

DUTIES: The successful candidate will be responsible for: capturing of payments on LOGIS Processing of BAS payments for cellular phones and 3G card invoices drafting of letters for new cellular phone and 3G applicants and for roaming facilities Store stock take handling of queries from internal and external clients.

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