ANNEXURE K

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 012 444 9115

CLOSING DATE: 25 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 36/77: DEPUTY DIRECTOR: ADMINISTRATIVE AND LOGISTICAL SUPPORT
REF NO: DOHS/39//2019

Branch: Office of the Director-General

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

CENTRE: Pretoria

REQUIREMENTS: A relevant undergraduate qualification (NFQ6/7) as recognized by SAQA in Public Management and Administration or equivalent with at least 3 – 5 years’ experience at entry level management. Knowledge and understanding of the Public Finance Management Act (PFMA), other legislation that is applicable in the public service and the Batho Pele principles. The applicant should be computer literate (MS Word, MS Excel, MS PowerPoint etc.), possess good interpersonal relations skills and have good telephone etiquette. Moreover, the applicant should have analytical, planning, organising and sound communication skills (both written and verbal). Management skills, experience and knowledge of government budgeting processes (Financial Management skills) are essential for this job. Candidates must have a valid driver’s license.

Personal attributes relevant to this position include innovation, good work ethic and the ability to work under pressure. Applicants must be independent thinkers who are able to work with diverse individuals at both management and operational level.

DUTIES: Manage the interface between the Office of the Director-General and FOSAD. Provision of administrative and logistical support to the Office of the Director-General. Administer the budget of the Directorate: Administrative and Logistical Support. Manage the flow of communication between the Office of the Director-General, the Department and middle management of Ministry Develop and maintain an effective document management system within the Directorate. Provide quality assurance services in respect of received memoranda and
make recommendations to the Director of the business unit. Process correspondence between the Office of the Director-General and internal/external stakeholders.

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

POST 36/78
: ASSISTANT DIRECTOR: PROJECT SPONSORSHIP REF NO: DOHS/40/2019
Branch: Human Settlement Strategy and Planning
Chief Directorate: Stakeholder and Inter-governmental Co-ordination
Directorate: Stakeholder Mobilisation
SALARY
: R376 596 per annum (Level 09)
CENTRE
: Pretoria
REQUIREMENTS
: An appropriate Bachelor’s degree or equivalent qualification in Public Administration or Relations A Minimum of 3 years working experience Code 8 Driver’s license Good understanding of Human Settlements development sector Understanding of Human Settlements Policies, Ability to implement stakeholder projects Excellent communication (written/verbal) as well as presentation skills Computer literate, friendly, trustworthy, diplomatic, systematic and logical Ability to work under pressure coupled with liaison, coordination and business management skills Strong interpersonal skills for liaising with external as well as internal stakeholders.
DUTIES
: Assist to support nine (9) Provincial Govan Mbeki Awards (GMA), coordinate the National Govan Mbeki Awards (GMA) and mobilise partnerships to sponsor towards Human Settlements Programmes and collaborate with other departmental units and the office of the Minister in providing assistance towards human settlements special projects.

ENQUIRIES
: Ms N Nortman 012 444 9115
NOTE
: Male candidates and people with disabilities are encouraged to apply.

POST 36/79
: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DOHS/42/2019
(X2 POSTS)
Branch: Chief of Operations
Directorate: Risk Management
SALARY
: R376 596 per annum (Level 09)
CENTRE
: Pretoria
REQUIREMENTS
: A relevant tertiary qualification (Degree/National Diploma) preferable in Risk Management Minimum three year experience in risk management Exposure to government/public sector will be an added advantage Experience in Compliance Management, Business Continuity Management and or Internal Audit will be added advantage A valid driver’s license and membership with professional body governing Risk Management and/or Compliance will be added advantage Knowledge of Public Finance Management Act Knowledge of Treasury Regulations Knowledge King Report of Corporate Governance and best practices governing risk management Competencies needed: Strategic capability and leadership skills. Research and Analytical Skills Facilitation and Presentation Skills Communication (written, verbal and presentation) and liaison skills planning and organising skills financial management skills Project management skills Client Orientation and Customer Care skills Monitoring and evaluation skills Policy development and implementation skills Negotiation skills Computer Skills Problem solving skills Diversity Management Coordination Skills Interpersonal skills Attributes: Willingness to work irregular hours, under pressure and travel frequently Assertiveness Ability to work independently and as part of a team Compliance Diplomacy Ability to work under pressure Decisiveness Adaptability Confident Accuracy Compliant Trustworthiness Integrity Diligent Initiative/Creativity.
DUTIES
: The successful candidate will be required to perform the following duties within the Department/and or sector (National Department and its organs): To supervise and implement DHS Risk Management Framework in the organization Facilitation of risk assessment process Risk Monitoring Risk Reporting Assisting in conducting risk awareness in the organisation and training & development of staff. Develop and maintain stakeholder and client relationships.
ENQUIRIES
: Ms N Nortman Tel No: (012) 444 9115
NOTE
: Male candidates and people with disabilities are encouraged to apply.
**POST 36/80**

**ASSISTANT DIRECTOR: MACRO POLICY REF NO: DOHS/43/2019**

Branch: Human Settlements Delivery Frameworks  
Chief Directorate: Operational Policy Frameworks  
Directorate: Macro Policy

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate recognized Bachelor’s degree in Human and Economic Sciences or a National Diploma in Public Policy and Development Studies. A minimum of 3 years’ experience within a macro policy environment. The ability to build strong client relationships. Social and economic research skills. Knowledge and understanding of housing and human settlements policies, programmes, legislation, guidelines, standards and procedures. Good communication skills (written and verbal). Computer literacy. Valid driver’s license.

**DUTIES**

Support the promotion of housing and human settlement policies, guidelines, norms and standards. Support the provision of housing and human settlements policy formulation assistance to provinces and municipalities. Provide advice and policy interpretation on national Human Settlements policies to stakeholders. Participate in policy debates and related policy making processes. Write macro policies, policy position papers, minutes, reports, submissions, memorandums etc. Conduct policy advocacy campaigns. Identify issues for policy development and review. Draft responses to macro policy questions, queries/ enquiries.

**ENQUIRIES**

Ms N Nortman  
Tel No: (012) 444 9115

**NOTE**

Male candidates and people with disabilities are encouraged to apply.

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**POST 36/81**

**SECURITY OFFICER GR III REF NO: DOHS/41/2019 (X2 POSTS)**

Branch: Corporate Services  
Chief Directorate: Corporate Support  
Directorate: Security Management

**SALARY**

R122 595 per annum (Level 03)

**CENTRE**

Pretoria

**REQUIREMENTS**

Grade 10 or equivalent qualification. No experience required. Registration with PSIRA grade C. Sound Knowledge of MISS, MPSS, Control and Access of Public Premises and Vehicles Act 53 of 1985. Good writing and interpersonal skills. Security Officers. Ability to understand and implement policies, directives and related prescripts in security administration. Be prepared to work irregular hours and night shifts.

**DUTIES**

Perform access control functions which will include the following: Determine whether visitors have appointments or the service that the visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service point; Complete or ensure that the admission control register is completed and issue admission control documents/cards as required; Operate X-ray machines; Lock and unlock entrances; Record incidents and make follow-up; Ensure that unauthorized persons and dangerous objects do not enter the building/premises; Ensure that equipment, document and stores do not leave or enter the building or premises unauthorized. Ensure personnel and assets safety in the building and the premises. This will include the following: Undertake building/premises patrols to identify and check that doors are locked or unlocked as required, water leaks and that taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals, light switched on and off as required; apply emergency procedures (in situation like bomb scares, fire, riots etc) and alert emergency services and departmental management; Lock and unlock entrances Monitoring and reporting of security breaches: Identify suspicious conduct, report and record security breaches; Report faulty security systems; Report officials taking assets without authorization. Completion and administration of security registers: Report and update all security registers and Ensure that all incidents are recorded in the occurrence books/registers.

**ENQUIRIES**

Ms N Nortman  
Tel No: (012) 444 9115

**NOTE**

Male candidates and people with disabilities are encouraged to apply. Shortlisted candidates will be subjected to pre-employment security screening.