ANNEXURE G

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: 01 November 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 original qualification certificates and your ID/Passport All copies must be certified within the past 6 months It should be noted that certified copies of certified copies will not be accepted 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 37/24: DEPUTY DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL REF NO: DOHS/46/2019

Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Enterprise Architecture Monitoring and Control

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

REQUIREMENTS: The ideal candidate must have an appropriate recognized Bachelor’s degree or equivalent qualification Certificates in Monitoring and Evaluation and Strategic Management will be an added advantage Minimum 3 years’ experience in business control, familiarity with the Housing and Human Settlements delivery environment Knowledge of prescripts, policies and practices in performance monitoring and evaluation, broad knowledge of Government development objectives and business processes, PFMA and relevant legislative prescripts Valid driver’s license will be an added advantage Skills and competencies: Good planning and organizing Good performance monitoring, validation and evaluation, analytical, presentation, facilitation, coordination, interpersonal, research, report writing, innovative, good communication
skills (verbal and written) Problem solving, people management and leadership skills Ability to influence and negotiate, be able to work independently, under pressure and meet deadlines Good computer literacy.

**DUTIES**

The successful candidate will be responsible for: Ensuring that departmental performance reports are prepared in accordance with the relevant prescripts, Coordination and provision of technical support on timeous/accurate monitoring of the implementation of the departmental approved plans, Ensuring that departmental reports are prepared in line with the approved plans and in accordance with the framework principles, Validate and ensure alignment of Programme Managers' verification statements against programme performance reports and performance agreements Analysis and compilation of performance reports in line with legislative prescripts and timeous submission to the relevant authorities and the oversight bodies.

**ENQUIRIES**

Mr J Sebola Tel No: (012) 444 9114

**NOTE**

Male candidates and people with disabilities are encouraged to apply

**POST 37/25**

ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL REF NO: DOHS/47/2019
Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Enterprise Architecture Monitoring and Control

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in a possession of a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA Certificates in Monitoring and Evaluation and Strategic Management will be an added advantage. Minimum 3-5 years' experience in business control, familiarity with the Housing and Human Settlements delivery environment Knowledge of prescripts, policies and practices in performance monitoring and evaluation, broad knowledge of Government development objectives and business processes, PFMA and relevant legislative prescripts Valid driver's license will be an added advantage Skills and competencies: Good planning and organising Good performance monitoring, validation and evaluation, analytical, presentation, facilitation, coordination, interpersonal, research, report writing, innovative, good communication skills (verbal and written) Problem solving, people management and leadership skills Ability to influence and negotiate, be able to work independently, under pressure and meet deadlines Good computer literacy.

**DUTIES**

The successful candidate will be responsible for: Ensuring that departmental performance reports are prepared in accordance with the relevant prescripts, Coordination and provision of technical support on timeous/accurate monitoring of the implementation of the departmental approved plans, Ensuring that departmental reports are prepared in line with the approved plans and in accordance with the framework principles, Validate and ensure alignment of Programme Managers' verification statements against programme performance reports and performance agreements Analysis and compilation of performance reports in line with legislative prescripts and timeous submission to the relevant authorities and the oversight bodies.

**ENQUIRIES**

Ms N Nortman Tel No: (012) 444 9115

**NOTE**

Female candidates and people with disabilities are encouraged to apply.
POST 37/26 : ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/48/2019
Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Administration
Sub-directorate: Human Resource Provisioning

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in the field of in Human Resources, any additional higher qualification in Human Resources will be an added advantage. Minimum of 3-5 years supervisory experience in the Human Resource Administration environment, Knowledge of legislation that are governing Human Resources in the Public Services, proven knowledge of persal system and establishment control Knowledge of Labour Relations, Job Evaluation, Performance Management, and Employee Wellness roles on a day to day operation of Human Resource Provisioning.

DUTIES : Facilitate recruitment and selection; implement conditions of service and employee benefits Authorize transactions on persal and verify payment advice Identify Human Resource risks and develop service improvement mechanisms in line with the business needs. Ensure a high level of service delivery to line functionaries. Facilitate drafting, revision and implementation of procedures manuals. Update and provide Human Resource personnel management and audit information reports Compile submission in relation to Human Resource matters Facilitate implementation of PILIR policy in the department. Ensure credibility of Human Resource information and personnel records Manage performance of the subordinates in line with performance management and development system.

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

POST 37/27 : ASSISTANT DIRECTOR: POLICY REVIEW REF NO: DOHS/49/ 2019
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks
Directorate: Policy Development and Review

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : The ideal candidate must have a relevant Undergraduate qualification (NQF 6/7) as recognised by SAQA, in Human and Economic Sciences or a National Diploma in Public Policy and Development studies. A minimum of 3-5 years’ experience within the policy review environment. Knowledge and understanding of housing and human settlements policies, programmes, legislation, guidelines, standards and procedures. The ability to build strong client relationships. Social and economic research skills. Good communication skills (written and verbal). Computer Literacy. Driver’s license.

DUTIES : Participate in the policy review process. Conduct research and investigations to support the policy review process. Review existing housing and human settlements policy guidelines. Write policy position papers, concept notes, minutes, reports, submissions, memorandums, etc Draft responses to policy review questions/queries/enquiries. Coordinate and facilitate policy review processes and other related processes.

ENQUIRIES : Ms N Nortman Tel No: (012) 444 9115
NOTE : Female candidates and people with disabilities are encouraged to apply.
POST 37/28 : ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF NO: DOHS/50/2019
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Operational Policy Frameworks
Directorate: Policy Development and Review

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : The ideal candidate must have a relevant Undergraduate qualification (NQF 6/7) as recognised by SAQA in Human and Economic Sciences or a National Diploma in Public Policy and Development studies. A minimum of 3-5 years’ experience within the policy development environment. The ability to build strong client relationships. Social and economic research skills. Knowledge & Understanding of housing and human settlements policies, programmes, legislation, guidelines, standards and procedures. Good communication skills (written and verbal). Computer Literacy. Driver’s license.

DUTIES : Participate in all policy development processes. Conduct research and investigations to support the policy development process. Develop new housing and human settlements policies, guidelines and norms and standards. Write policies, policy programmes, policy position papers, minutes, reports, submissions, memorandums etc. Draft responses to policy questions/queries/enquiries. Coordinate and facilitate policy development processes and other related processes.

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

POST 37/29 : ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE AND ENABLEMENT REF NO: DOHS/52/2019
Branch: Chief Operations Officer
Chief Directorate: Enterprise Architecture
Directorate: Enterprise Architecture and Enablement

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : The ideal candidate must have a relevant Undergraduate qualification (NQF 6/7) as recognised by SAQA plus 3-5 years relevant experience in the field of Strategic Management, Corporate Planning, Public Administration, Business Management and Performance Management. Technical competencies: Business performance measurement and business process management. Experience in developing Corporate Plans (Strategic Plan, Annual Performance Plan and Operational Plan) generating performance reports, performance monitoring and evaluation, research methodologies, policy development and analysis. Skills and competencies needed: Broad knowledge of Government developmental objectives, performance measurement, problem solving and analytical skills. Negotiation, presentation, facilitation, organizational, coordination and good communication skills (verbal and written). Innovative, strategic capability and interpersonal skills. Good knowledge of Microsoft Office suite. The ability to work under pressure and meeting deadlines.

DUTIES : The successful candidate will be responsible for amongst others, the following: facilitate and provide support in ensuring that the Departmental corporate plans are aligned to government priorities as declared in the National Government Imperatives and reflected in government wide plans including but not limited to the National Development Plan (NDP), Medium Strategic Frameworks (MTSF) and Estimated National Expenditure (ENE). Assist the Department and structures in developing measurable priorities. Participate and contribute in all Departmental Planning and Reporting activities. Facilitate the review of Departmental Planning guidelines to respond to the government wide guidelines. Provide strategic guidance and technical advice in terms of Departmental Strategies, plans and policies. Provide Support in the development of Strategic Plan, Annual
Performance Plan and Operational (Business) Plans of the Department. Assess whether the Strategic Plan and Annual Performance Plan are in line with the departmental budget and governmental programme of action. Conduct benchmarking with other department to ensure that the Department plans keep abreast with the Developments in both the sector and government wide. Provide planning and performance management technical support and guidance to the Department on the utilization of the Human Settlements and government wide planning and performance Monitoring Framework. Assist in the collation and Consolidation of plans and performance information for presentation to oversight committees of parliament. Follow-up on recommendations on matters pertaining to strategic organizational planning provided by oversight such as Auditor General of South Africa (AGSA) and the Department of Planning Monitoring and Evaluation (DPME). Coordinate the process of aligning the Performance Agreement to Corporate Plans.

ENQUIRIES

NOTE:

Males candidates and people with disabilities are encouraged to apply.

POST 37/30

SENIOR PERSONNEL OFFICER REF NO: DOHS/51/2019

Branch: Corporate Services
Chief Directorate: Human Resource
Directorate: Human Resource Administration
Sub-directorate: Human Resource Provisioning

SALARY

R208 584 per annum (Level 06)

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of a Senior Certificate or equivalent qualification, and a minimum of one (1) year Human Resource experience. A National Diploma or Degree in Human Resource Management coupled with at least two (2) years' experience in Human Resource Administration will be an added advantage. The successful candidate must have basic knowledge of PERSAL system, Public Service Act, Public Service Regulations understanding of Human Resources legislation frameworks and practices, ability to work under pressure, Good communication skills (written and verbal) and computer literacy are essential. Knowledge of Conditions of service and benefits that is applicable in the Public Service, time management and discipline

DUTIES

Administer Recruitment and Selection process, appointments, Implementation of probation and change of nature of appointment. Implement conditions of services including leave administration, PILIR, long service recognition, Medical aid scheme, Injury on duty, Overtime, staff movement. Administer service terminations in accordance with GPAA laws. Implementation of performance awards and pay progression on PERSAL. Attend to human resource enquiries and guide staff members with regard to implementation of policies and procedures.

ENQUIRIES

Ms N Nortman Tel No: (012) 444 9115

NOTE:

Male candidates and people with disabilities are encouraged to apply.