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: 22 November 2019 at 16:00

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. Please ensure that the Z83 form is signed. 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). No certified copies of certified copies (of documents) will be accepted. Only original certified copies of documents will be accepted. Failure to submit the required, originally certified 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.

ERRATUM: Kindly note that the post of Senior Personnel Officer with Ref No: DOHS/51/2019 advertised in Public Service Vacancy Circular 37 dated 18 October 2019, the requirements of the post has been amended as follows: Applicant must be in possession of a Senior Certificate or equivalent; and a Degree/Diploma (NQF Level 6/7) in Human Resource Management. Experience in Human Resource Administration will be an added advantage. Candidates who previous applied, do not need to re-apply. The closing date has been extended to 22 November 2019.

OTHER POSTS

POST 40/16: DEPUTY DIRECTOR: RENTAL TRIBUNAL AND TENANT SUPPORT AND PROTECTION REF NO: DOHS/53/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation
Directorate: Private/Public Rental Development (Social Housing, Hostel & CRU)
Sub-directorate: Rental Tribunal and Tenant Support and Protection

SALARY: R733 257 per annum (Level 11) (all-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA in Public Administration. At least 3-5 years’ experience at Assistant Director Level. Experience in Rental Housing Tribunal will be an added advantage. Knowledge of the Rental Tribunal Act 50 of 1999. Knowledge of property management principles, Good interpersonal and stakeholder liaison, ability to work under pressure and time management, willingness to work extended hours. Good communication skills (verbal & written) planning and organizing skills, computer literacy, supervisory skills, and facilitation & presentation skills.

DUTIES: Key responsibilities will be to support delivery agents with tenant/tenant group issues and needs. To provide and facilitate capacity building for tenants/tenant groupings and Rental housing tribunals. Maintain a database of tenant groupings and tenant/tenant groupings queries on actions and turnabout times. Maintain a database of Rental housing tribunals nationally and of tribunal case loads. Provide assistance to provinces who wish to set up Rental Housing Tribunals.

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

NOTE: Female candidates and people with disabilities are encouraged to apply.

POST 40/17: ASSISTANT DIRECTOR: PRIVATE RENTAL DEVELOPMENT REF NO: DOHS/54/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation
Directorate: Private/Public Rental Development (Social Housing, Hostel & CRU)
Sub-directorate: Rental Tribunal and Tenant Support and Protection

REQUIREMENTS: Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA in Public Administration or Development Management studies in human settlement development environment. At least 3-5 years’ experience as Officer or Practitioner level. A thorough knowledge and application of Public Service Regulations, Social housing policies, and programme management is required. Knowledge of the housing Code is essential. Good communication skills (verbal & written) coupled with planning and organizing skills, computer literacy, supervisory skills and facilitation & presentation skills.

DUTIES: Key responsibilities will include development, enhancement and implementation of government' private rental/social housing & institutional programme. Implementation of Public Sector Programmes. Attend to and implement special/adhoc projects. Implementation of the targets set in terms of outcome 8. Facilitation and co-ordination of Technical Support. Oversee and manage the allocation of programme and directorate budget. Provide general supervision and administration functions in the Sub-directorate.

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

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