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: 20 December 2019 @ 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.

OTHER POSTS

POST 44/06: ASSISTANT DIRECTOR: INTEGRATED DATA REF NO: DOHS/55/2019
Branch: Programme and Project Management Unit
Chief Directorate: Programme Implementation Facilitation
Directorate: Data Management, Verification and Analysis
Sub-directorate: Integrated Data

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

REQUIREMENTS: Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA in Information Management or a related data/information management qualification. At least 3-5 years’ experience as Officer or Practitioner level. Applicants must be highly computer literate persons (with proficiency in Microsoft Excel, Microsoft Access and PowerPoint presentation). Experience in a data/information management environment will be an added advantage. The preferred candidate must a team–player who has a proven track record in working with data in a relational database as well as information packaging and dissemination. Knowledge of the Human Settlements sector programmes and projects will enhance the applicant’s eligibility. Working experience in a data warehouse environment of significant size, and proven proficiency/skill in MS SQL and MS Reporting Services is highly recommended. Good interpersonal in conjunction with excellent communication skills (verbal and written) are essential. The candidates may be required to perform a practical test of key technical skills required during the interview process.
**DUTIES**: The successful candidate will be responsible for gathering human settlement data and related information from provincial and municipal offices to monitor programmes and projects; data verification and analysis for completeness and credibility and data maintenance and updating of information.

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

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

**POST 44/07**: ASSISTANT DIRECTOR: PROJECT INTEGRATION REF NO: DOHS/56/2019
Branch: Human Settlements Delivery Frameworks
Chief Directorate: Advisory Services
Directorate: Project Integration

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

**CENTRE**: Pretoria

**REQUIREMENTS**: Applicants must be in possession of a relevant Undergraduate qualification (NQF 6/7) as recognized by SAQA. At least 3-5 years’ experience as Officer or Practitioner level. The following will serve as recommendations: Proven planning and technical ability, Experience in the disaster risk management field and project integration, Well-developed interpersonal, communication and problem solving skills. Well-developed project co-ordination and planning skills. Knowledge of the human settlements environment. Innovation and creativity. Intermediate computer skills. Exceptional report writing skills.

**DUTIES**: Conduct project assessments and the classification process, Maintain and manage a disaster incident register and database, Monitor and evaluate the implementation of project intervention measures, Assist with the production of quarterly and annual reports, Conduct management briefing sessions on project integration, Conduct capacity building sessions on human settlements project integration conduct quality assurance audits.

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

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