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, Govan Mbeki House, Sunnyside, Pretoria, 0001.

FOR ATTENTION: Ms N Nortman, Tel No: (012) 444 9113

CLOSING DATE: 13 March 2020

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 POST

POST 08/23: OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF OPERATIONS OFFICER REF NO: DOHS/01/2020

Branch: Chief Operations Officer

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

CENTRE: Pretoria

REQUIREMENTS: Potential candidates for the position must be in possession of a 3 (three) year tertiary qualification plus a minimum of 3 years proven relevant experience. 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, 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 Chief Operations Officer; 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 Performance Reports and collation of the Portfolio 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 service delivery outcomes; Collate responses for parliamentary questions and submit to parliamentary officer.

ENQUIRIES: Mr J Sebola Tel No: (012) 444 9114

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